CHIEF'S PREFACE

The Sand Springs Police Department policy manual provides guidance and direction to each member of the Sand Springs Police Department for the duration of his or her service to the City of Sand Springs.

Training is an ongoing process. In a sense, an officer's training is just beginning upon graduation from the Police Academy.

Throughout every career, each officer is continually expanding his or her knowledge and skills utilizing various methods of continuing education and training. This manual provides the cornerstone and is a vital part of our training process.

Additionally, the policy manual's content lends itself to videos and webinars.

Each member of the Sand Springs Police Department must have a deep understanding of its mission and values. It is vital that each officer be educated and understand what the department intends to achieve.

Education gives direction to our mission. Officers feel valued and encouraged when given proper direction to advance our values.

If police officers act like machines, there is little scope for learning. This, of course, is far from the case. A vast amount of research has shown that police work involves making constant decisions. Each officer has an acute sense of where danger lies and a sense for circumstances that cause the greatest difficulty in decision-making.

The members of the Sand Springs Police Department understand that change is inevitable. New technologies, new methods, and new ideas bring significant changes to the profession. Each officer must meet new change with dedication, integrity, and an unceasing sense of duty and sacrifice. The policy manual is just one of many proactive steps to help each of us prepare for the future.

Thank you for your bravery, strength, hard work, commitment, dedication and willingness to walk the hard road that is required of you each day. Thank you for your commitment to our city, our department, and our citizens.

Respectfully,

John E. Mars - Chief of Police

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Chief's Preface

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, 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 abuse 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT

The Mission of the Sand Springs Police Department is the protection of constitutional rights, protection of lives, reduction of criminal activity and fostering of community partnerships. This shall be accomplished by each employee being empowered to provide the best service possible. Our relationship with the Citizens of Sand Springs shall be the foundation for this success. Our legacy within this community will be service with honor, treatment of people with dignity and dedication to excellence.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Sand Springs Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Sand Springs Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS

Certified members of this department, or newly appointed members awaiting certification, are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE SAND SPRINGS POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Sand Springs Police Department includes (22 O.S. § 196; 11 O.S. § 34-101):

(a) In compliance with an arrest warrant.

(b) Without a warrant:

  (a) For a felony

  (b) For a public offense committed or attempted in the officer's presence

  (c) When an officer has probable cause to believe a person was under the influence of alcohol or drugs when driving or in physical control of a vehicle involved in an accident

  (d) When the officer, observing a recent injury, has probable cause to believe the person has, within the preceding 72 hours, committed an act of domestic abuse

  (e) When the officer is acting on a violation of a court protective order

  (f) When the officer has probable cause to believe the person has threatened another with serious injury or death

  (g) When the officer has probable cause to believe that the person has committed retail larceny (22 O.S. § 1342)

  (h) When a traffic offense for which an arrest is permissible is observed or perceived with electronic equipment by the officer or by another officer who communicates the same to the officer (47 O.S. § 16-114)

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100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE SAND SPRINGS POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the Sand Springs Police Department includes:

(a) Following the fresh pursuit of a person for an offense committed in their presence within the jurisdiction of the Sand Springs Police Department

(b) For a felony (22 O.S. § 202)

(c) When requested to do so by an officer for an offense committed in the jurisdiction of the requesting officer (19 O.S. § 516)

(d) Other arrest authority as may be provided in policies and procedures adopted by the City (21 O.S. § 99a)

100.3.3 OTHER AUTHORITY

With the appropriate approval, resolution or interlocal agreement of the governing body of the City, officers of this department (11 O.S. § 34-103):

(a) Have the same powers and duties as police officers of another municipality upon request by the mayor, chief of police or the authorized designee of the municipality requesting their assistance.

(b) Have the same powers and duties as law enforcement officers for a sheriff's office upon request by a county sheriff or the authorized designee requesting their assistance.

(c) Have the same powers and duties as law enforcement officers for the Oklahoma Highway Patrol upon request by a commissioned law enforcement officer of the Oklahoma Highway Patrol for their assistance.

(d) May be deputized by the county sheriff.

(e) May respond to requests from another jurisdiction for assistance in case of emergency.

100.3.4 GRANTING AUTHORITY TO OTHERS

When executing an arrest warrant, officers may summon the aid of other persons to assist (22 O.S. § 188).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters another state in fresh pursuit:

  (a) In Colorado and Kansas to arrest the person for a crime committed in Oklahoma (CRS § 16-3-104; K.S.A. § 22-2404).

  (b) In New Mexico and Texas to arrest the person for a felony committed in Oklahoma (NMSA § 31-2-1; Tex. Code of Crim. Pro. art. 14.051).

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(c) In Missouri to arrest a person for a felony or for driving while intoxicated in Oklahoma (§ 544.155, RSMo).

(d) In Arkansas to arrest a person for a felony committed in Oklahoma or for the offense of driving or operating a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-404).

When an arrest is made in another state, the officer shall take appropriate action so that the person arrested is taken without unnecessary delay before the proper judicial official in the county where the arrest was made (A.C.A. § 16-81-405; CRS § 16-3-104; K.S.A. § 22-2404; § 544.155, RSMo; NMSA § 31-2-2; Tex. Code of Crim. Pro. art. 14.06).

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Oklahoma Constitutions.

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Oklahoma are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Sand Springs Police Department, who is required to exercise the powers and duties of the office as prescribed by state law (11 O.S. § 34-102; 11 O.S. § 12-111; 19 O.S. § 513.2; 19 O.S. § 514; 19 O.S. § 516).

101.2 POLICY

It is the policy of the Sand Springs Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department appointed after Nov. 1, 2006, as a condition of employment, shall (11 O.S. § 34-102):

(a) Be at least 21 years of age.

(b) Be a citizen of the United States.

(c) Possess at least a high school diploma or General Education Diploma (GED).

(d) Be certified as a peace officer in this state by the Council on Law Enforcement Education and Training (CLEET) or meet all requirements necessary for CLEET certification and obtain such certification within six months of assuming the position of Chief of Police or as otherwise allowed by 70 O.S. § 3311.

(e) Successfully complete the approved course of training developed by the Oklahoma Association of Chiefs of Police (OACP) and approved by CLEET within 12 months of assuming the position of Chief of Police.

Failure to meet CLEET or OACP training may result in disqualification of, or revocation of, certification and removal from office.

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Sand Springs Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members hired for the position of police officer or other office requiring a sworn oath of office, upon intial employment, shall take and subscribe to the following oath or affirmation applicable to his/her position (51 O.S. § 36.1; 51 O.S. § 36.2A).

“I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am _____.
(Here put name of office, or, if an employee, insert “An Employee Of _____” followed by the complete designation of the employing officer, agency, authority, commission, department or institution.)”

All officers may also take an additional oath before the City Council or other ceremony as directed by the Chief of Police. This oath shall be as follows:

"I, (State you name) having been duly appointed as a Police Officer of the City of Sand Springs and a Peace Officer of the State of Oklahoma, do solemly swear that I will defend, enforce and obey the Constitution and Laws of the United States, the State of Oklahoma and the Charter and Ordinances of the City of Sand Springs. That I will obey the lawful orders of my superior officers and the regualtions of the Sand Springs Police Department. That I will protect the rights, lives and property of all citizens and uphold the honor of the police profession, with my life, if need be. This I solemly swear, this _____ day of _____, 20___"

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (51 O.S. § 36.3). All other oaths should be similarly filed and retained.

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Sand Springs Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Sand Springs Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Sand Springs Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

ACHS - Oklahoma Automated Criminal History System.

Adult - Any person 18 years of age or older (30 O.S. § 3-302).

City - The City of Sand Springs.

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Civilian - Employees and volunteers who are not certified peace officers.

CLEET - Council on Law Enforcement Education and Training.

Department/SSPD - The Sand Springs Police Department.

DHS - Oklahoma Department of Human Services.

DPS - Oklahoma Department of Public Safety.

Employee - Any person employed by the Department.

Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment.

Manual - The Sand Springs Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Sand Springs Police Department, including:

- Full- and part-time employees
- Certified officers
- Civilian employees
- Volunteers
- Reserve, auxiliary officers

MVD - Oklahoma Tax Commission, Motor Vehicle Division.

OAC - Oklahoma Administrative Code.

Officer - Those employees, regardless of rank, who are certified peace officer employees of the Sand Springs Police Department (21 O.S. § 99; 70 O.S. § 3311).

ODOT - Oklahoma Department of Transportation.

OHP - Oklahoma Highway Patrol.

OLETS - Oklahoma Law Enforcement Telecommunications System.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

O.S. - Oklahoma Statutes Annotated.

OSBI - Oklahoma State Bureau of Investigation.

Peace officer - Any sheriff, police officer, federal law enforcement officer, tribal law enforcement officer or any other law enforcement officer whose duty it is to enforce and preserve the public peace. Peace officer also includes every United States Marshal, Marshals Service deputy or other

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federal law enforcement officer employed full-time as a law enforcement officer or acting under the authority of a Federal Bureau of Indian Affairs Commission who has been certified by the Council on Law Enforcement Education and Training (CLEET) and is authorized by federal law to conduct investigations and make arrests for a violation of federal law (21 O.S. § 99).

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member’s off-duty supervisor or an on-call supervisor.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

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Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Sand Springs Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 ORGANIZATIONAL CHART

See attachment: OrgChart-2021.pdf

200.4 DIVISIONS

The Chief of Police is responsible for administering and managing the Sand Springs Police Department. There are four divisions in the Department:

- Administration Division
- Patrol Division
- Detectives Division
- Services Division which is commanded by a Lieutenant.

200.4.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Chief of Police , whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of technical and administrative services. This division will consist of the Chief, Deputy Chief and each Division Commander.

200.4.2 PATROL DIVISION

The Patrol Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special teams.

200.4.3 DETECTIVES DIVISION

The Detectives Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Detectives Division..

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200.4.4 SERVICES DIVISION
The Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Services Division. The Services Division consists of Communications, Records, Property, Crime Analysis and Jail Operations.

200.5 COMMAND PROTOCOL

200.5.1 SUCCESSION OF COMMAND
The Chief of Police exercises command over all members of the Sand Springs Police Department. During planned absences of the Chief of Police, the Deputy Chief of Police will act in his his behalf.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Deputy Chief of Police

(b) Patrol Division Commander

(c) Detective Division Commander

(d) Services Division Commander

(e) On-duty Shift Supervisor

200.5.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.6 AUTHORITY AND RESPONSIBILITIES
Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.7 INTERNAL INSPECTIONS
Division Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

(a) Line inspections should be conducted at least monthly by personnel who supervise the program being inspected and include:

1. Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.

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2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.
3. A written report noting any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

(b) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:

(a) Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.

(b) An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.

(c) A written report of the program's performance level, including notation of any serious or recurring deficiencies.

(d) A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

200.8 RESEARCH, PLANNING AND STRATEGIC PLANNING

200.8.1 RESEARCH AND PLANNING

Research and planning needs are important to the Department and recommendations made by any member of the department or any citizen should be considered. Members should detail in writing to the Department the issue or problem and any information or recommendations they have. The Chief of Police or the authorized designee should consider the recommendation and take appropriate action.

200.8.2 STRATEGIC PLANNING

The Department should prepare a strategic plan that is reviewed and updated annually. The plan should include:

- Department goals and division objectives
- Personnel needs
- Training needs
- Equipment needs
- Facility needs
- Maintenance needs
- Operation expenditure needs

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General Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders.

201.2 POLICY

General Orders will be used to modify policies of the Sand Springs Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment agreements and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Administration Division Commander or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual. General orders may be dissiminated by email, and shall only be used for a period not to exceed 90 days.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

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Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Sand Springs Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Oklahoma Emergency Operations Plan.

202.2 POLICY

The Sand Springs Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the Oklahoma Emergency Management Act (63 O.S. § 683.1 et seq.). This plan provides guidance for City emergency operations personnel to perform local emergency management functions.

202.3 DEPARTMENT RESPONSIBILITIES

The Chief of Police or the authorized designee shall notify the local Emergency Management Director of all significant events occurring in the jurisdiction (63 O.S. § 683.11).

Upon request by the governor and/or a state emergency management organization, all department personnel shall cooperate and extend services and facilities to the maximum extent practicable (63 O.S. § 683.18).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Sand Springs Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the Emergency Operations Plan:

(a) All personnel should operate under the National Incident Management System (NIMS).

(b) The Chief of Police or the authorized designee should contact the Oklahoma Department of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Sand Springs Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

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202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administration, the Shift Supervisor's office and Communications. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Administration Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented. A copy of the current EOP may be accessed by clicking on any of the hyperlinks within this policy section.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least annually and ensure that the plan conforms to any revisions made by NIMS. The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.7 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

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Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Council on Law Enforcement Education and Training (CLEET) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with CLEET rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Supervisor to develop, review, update and maintain a training plan and to ensure that mandated CLEET basic and continuing education training and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Supervisor shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

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203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Officers must successfully complete certified basic law enforcement training or the equivalent (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390:15-1-1; OAC 390:15-1-3).
2. Officers of the Department shall annually complete no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
3. Reserve officers of the Department shall annually complete no less than eight hours of continuing law enforcement training accredited or approved by CLEET, including one hour on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
4. Officers of the Department who worked during a calendar year only as reserve officers are required to meet only the annual training requirements for reserve certification (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(c) Locally mandated training (including City)

203.5 STEERING COMMITTEE

The Sand Springs Police Department Steering Committee will be responsible for identifying training needs.

The Steering Committee will be comprised of one member of a non-rank status from each shift, one non-ranked member from the detective division, one dispatcher and the Patrol Division Commander. The Steering Committee will be chaired by the Deputy Chief of Police and may be attended by the Chief or any other members of the department as directed by the Chief of Police.

The Steering Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Steering Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

The Steering Committee should convene on a regular basis, as determined by the Training Supervisor, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Supervisor. The recommendation should not identify specific facts of any incidents, such

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as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Supervisor will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Supervisor shall be submitted to the command staff for review.

The Steering Committee will also be responsible for bringing ideas from front line members to the command staff as well as information from the command staff to the front line members. It is the policy and tradition of the Sand Springs Police Department to support and Employee Empowerment Philosophy of management, and the Steering Committee plays an integral part of this philosophy.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member’s participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Supervisor to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Sand Springs Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Supervisor.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Supervisor. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

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Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.8 TRAINING RECORDS

The Training Supervisor is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule and state law (OAC 390:25-1-7).

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

Sand Springs Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Oklahoma Open Records Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Oklahoma Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The City of Sand Springs IT Department shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

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Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Sand Springs Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 INTER-OFFICE CORRESPONDENCE

Inter-Office Correspondences may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender’s department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS

General Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).

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Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The Sand Springs Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any employment agreement and activity levels to meet the needs of members and the goals of the Department. Temporary exceptions may be made to the staffing levels at the discretion of the Chief of Police.

Current minimum staffing levels are as follows:

1. Patrol Division - 1 supervisor and 2 subordinate officers if 5 or less officers are normally scheduled for duty on that shift. 1 supervisor and 3 subordinate officers if 6 or more officers are normally scheduled for that shift.
2. Detective Division - 3 detectives on duty on normal business days and hours.
3. Administration - 1 administrator on duty on normal business days and hours.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor. Use of a temporary supervisor shall be with the approval of the division commander.

206.4 MML STAFFING PROCEDURE

The Sand Springs Police Department strives to use MML staffing as little as possible, but it is understood by all through the current Collective Bargaining Agreement that as a condition of employment, employees may be required to work overtime. In order to maintain public welfare, the CBA gives management rights to manage and direct employees of the Police Department and among other issues to assign and schedule hours of work. To keep the burden of overtime to a minimum, the following procedure will be followed when MML staffing is required.

1. The division commander shall cause a calendar to be made that shows the available member to be called in for MML purposes on each shift.

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2. The calendar will have each member rotate to the top spot by each day.
3. If an MML issue arises, members will be called in for duty in sequential order of the list for that day.
4. If the member in the top spot is ill or cannot work when called upon, it is their responsibility to find a replacement member. If they are too ill to speak to others in an effort to fill their responsibility, the division commander will fill that role. In either case, the officer will be required to submit a release to duty from a doctor before returning to duty.
5. If no other member is willing to fill the spot of the officer who was up for MML, then the number two spot will be called in.
6. Failure to report for duty or to find a suitable replacement may be cause for disciplinary action under dereliction of duty.
7. A list of members who wish to be considered for MML may be kept by the division commander and made available to the shift commanders. If a need arises for MML staffing, this list may be consulted before resorting to the MML calender.
8. If the MML need is for a supervisory position, the first supervisor on the calendar for that day will be responsible for responding for duty.
9. Special events as directed by the City Manager as being required to have police coverage will be considered as a mandatory MML event.
10. If a member will be on vacation or otherwise not available for MML staffing, they will send notice to both the shift supervisor and division commander. The next member on the list will then be up for MML on that day.
11. Major incidents may be cause to bypass the use of the MML calender if time is of the essence for having members respond.

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Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Sand Springs Police Department identification cards/Commission Cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the Sand Springs Police Department to provide identification cards/Commission Cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

207.3 LEOSA

The Chief of Police may issue an identification card/Commission Card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card/Commission Card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Sand Springs Police Department qualifies the former officer, the LEOSA identification card/ Commission Card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

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(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Oklahoma law or by a private person or entity on his/her property if such prohibition is permitted by Oklahoma law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card/Commission Card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card/Commission Card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card/Commission Card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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207.5 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

This policy meets statutory requirements requiring the adoption of a use of force policy pursuant to 11 O.S. § 34-107 and 22 O.S. § 34.1.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Sand Springs Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force

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and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

300.2.2 ADDITIONAL REPORTING REQUIREMENTS

Any officer who has completed his/her probationary period and who witnesses another peace officer use physical force that exceeds the degree permitted by law or this policy shall make a written report of such use to his/her immediate supervisor within 10 days (22 O.S. § 34.2). At a minimum, the written report shall include:

(a) The date, time, and place of the occurrence.

(b) The identity, if known, and description of the participants.

(c) A description of the events and the force used.

An officer may use a copy of an arrest report or similar report provided it contains the mandatory minimum information.

300.2.3 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.2.4

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

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It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force when a person being lawfully arrested resists arrest or attempts to escape (21 O.S. § 643).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

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(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a choke hold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

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300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should 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. Officers are encouraged to use techniques and methods taught by the Sand Springs Police Department for this specific purpose.

300.3.6 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.7 RESPIRATORY RESTRAINTS

The use of a respiratory restraint, also known as a choke hold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

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300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the Electronic Control Device (ECD) or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress

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after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.

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3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY
The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on:

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

(b) De-escalation tactics, including alternatives to force.

300.9 USE OF FORCE ANALYSIS

At least annually, the Patrol Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

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(d) Policy revision recommendations.

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Sand Springs Police Department to review the use of force by its members, it further establishes a process for civilians to participate on the board and act as independent monitors for the Chief's office. They will not have direct say in the decisions made by the board but shall contact the Chief's office if the decisions of the board do not reflect their understanding of the training they receive. All civilian board members will receive the proper training before participation.

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301.2 POLICY

The Sand Springs Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another person.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty, excluding training or recreational use.

The Use of Force Review Board will also investigate any use of force requiring a Use of Force Report.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

Th Deputy Chief of Police will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Deputy Chief of Police of any incidents requiring board review. The involved member's Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

The civilian members shall provide oversight to the Chief's office and, at least,one member should be present at each board. If no civilian members are available the Chief's office will determine if the board shall continue or be re-scheduled.

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301.4.1 COMPOSITION OF THE BOARD

The Administration Division Commander should staff the Use of Force Review Board with five individuals from the following, as appropriate:

- The Deputy Chief of Police to act as chairman.
- The division commander of the involved officer or employee.
- An instructor from the subject matter (ie. Firearms, Defensive Tactics, LEDT etc.)
- An officer of equal rank to the officer involved.
- An officer below the rank of division commander chosen by the officer being reviewed.
- At least one of four civilian members, but all are encouraged to participate.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Sand Springs Police Department disciplinary procedures, the Personnel Complaints Policy, the current employment agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member's actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

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A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The civilian board members will carefully review all evidence and listen to the discussions of the review board. If any member of the civilian review board believes that the board erred on a particular incident that person shall contact the chief's office and may contact any of the following entities if they feel the need to do so, the City Manager, or City Council. Or Federal or State authorities.

The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions, arrests and transports.

302.2 POLICY

The Sand Springs Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Sand Springs Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide

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assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Training Supervisor should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

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(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

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Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Sand Springs Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

303.4.2 QUARTERMASTER RESPONSIBILITIES

The Quartermaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Quartermaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Quartermaster for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or South West Area Tactical (SWAT) Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.7.1 OC SPRAY

Uniformed members carrying OC spray shall carry the device in a holster on the equipment belt, or external vest carrier. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC and PAVA powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile

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system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented when the launcher was actually fired at an individual, wether or not the subject was actually struck. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been exposed to or otherwise affected by the use of OC or PAVA should be promptly provided with clean water to cleanse the affected areas, when safe and practicable to do so. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas, OC or PAVA has been introduced into a residence by a chemical munitions round, into the building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports. See attachment: Exposure Notice.pdf

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

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(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

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When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Training Supervisor shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or re-certified as necessary.

(a) Some control devices may require annual re-certification and/or mandatory training as deemed appropriate by the Training Supervisor

(b) Proficiency training shall be monitored and documented by a certified control-device instructor or defensive tactics instructor.

(c) All training and proficiency for control devices will be documented in the member's training file.

(d) Members who fail to demonstrate proficiency with the control device, knowledge of the Use of Force Policy or attend mandatory control device training will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

303.12 APPROVED CONTROL DEVICES

Sand Springs Police Department has authorized for use by its members the following control devices:

1. Baton - Asp or Monadnock expandable baton with positive lock or solid fixed length baton

2. Tear gas - Determined by specialty team SOP

3. O.C. Spray - FOX FIVE point THREE 2oz canister

4. Pepper projectile system - Pepperball FTC , Pepperball TCP , Mission Less Lethal MLR

a. Pepperball Live X rounds

b. Pepperball VXR rounds

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c. Mission Less Lethal OC1 rounds

5. Kenetic Energy - CTS Model 2581 Super sock

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the Electronic Control Device (ECD).

304.2 POLICY

Officers will use only that force which is objectively reasonable and necessary. Whether the force was reasonable and necessary will be based upon the totality of the circumstances known to the officer at the time the action was taken. To determine if the officer's use of force is reasonable, the following criteria will be examined:

(a) The severity of the suspected crime,

(b) The immediate threat to the officer or others, and

(c) Whether the suspect was actively resisting arrest or evading arrest by flight.

An ECD enhances an officer's ability to neutralize an aggressive situation without the additional escalation of force. This decreases the chance of injury to officers, suspects, and others.

The use of an ECD is not meant to replace tactics or training and should only be viewed as an additional tool or option available to the officer. An ECD is considered an intermediate force weapon and should be handled with care. This policy should serve as a supplement to the current Use of Force Policy.

The ECD shall not be deployed on a passively resistant subject unless the ECD can be used to prevent an individual from hurting themselves or to prevent suicide. The use of an ECD is justified when an officer's attempt at empty hand control would be ineffective or not reasonable under the circumstances, and when the use of deadly force is not justified. The use of an ECD is intended to temporarily incapacitate an offender, not to cause permanent injury. Officers deploying an ECD should be aware of Excited Delirium and contributing factors that lead to Excited Delirium deaths.

An ECD is not a replacement for a firearm. An ECD should ideally be deployed when a cover officer is present. An ECD should not be used without firearm backup in those incidents where there is a threat of death or great bodily harm to the officer or another person. Officers must attend initial training in order to be allowed by the Sand Springs Police Department to carry an ECD. Officers must also attend annual ECD training to continue carrying an ECD.

304.3 DEFINITIONS

ELECTRONIC CONTROL DEVICE (ECD) – a device primarily designed to disrupt a subject's central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses - current Department approved device is the Taser X2 .

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ACTIVE AGGRESSION – a threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to any person is imminent.

EVADING ARREST BY FLIGHT– the act of fleeing in any manner from a police officer who has declared his intent to arrest or lawfully stop an individual.

PASSIVE RESISTANCE – physical actions that do not prevent the officer's attempt to control. (Example: a person who remains in a limp, prone position, or passive demonstrators, etc.)

EXIGENT CIRCUMSTANCES – circumstances that would cause a reasonable person to believe that prompt action is necessary to prevent physical harm to officers or others.

EXCITED DELIRIUM – a state of extreme mental and physiological excitement characterized by extreme agitation, hyperthermia, euphoria, hostility, exceptional strength and endurance without apparent fatigue.

304.4 ISSUANCE AND CARRYING ELECTRONIC CONTROL DEVICE (ECD)S

Only members who have successfully completed department-approved training may be issued and may carry the Electronic Control Device (ECD).

Electronic Control Device (ECD)s are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the Electronic Control Device (ECD) and cartridges that have been issued by the Department. Officers who have been issued the Electronic Control Device (ECD) shall wear the device in an approved holster, on their duty belt or external vest carrier set up for weak side draw.

Members carrying the Electronic Control Device (ECD) should perform a spark test prior to every shift.

Officers shall carry the Electronic Control Device (ECD) in a weak-side holster on the side opposite the duty weapon on the duty belt or on the external carrier with the ability to draw the weapon from the weak side.

(a) All Electronic Control Device (ECD)s shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) All Electronic Control Device (ECD) should be drawn from the holster and utilized using weak side hand when feasible.

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(c) Whenever practicable, officers should carry two or more cartridges on their person when carrying the Electronic Control Device (ECD).

(d) Officers shall be responsible for ensuring that the issued Electronic Control Device (ECD) is properly maintained and in good working order.

(e) Officers shall not hold a firearm and the Electronic Control Device (ECD) at the same time.

304.5 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the Electronic Control Device (ECD) should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the Electronic Control Device (ECD) may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required, to display the electrical arc or the laser in a further attempt to gain compliance prior to the application of the Electronic Control Device (ECD). The aiming laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the Electronic Control Device (ECD) in the related report.

304.6 USE OF THE ELECTRONIC CONTROL DEVICE (ECD)

The Electronic Control Device (ECD) has limitations and restrictions requiring consideration before its use. The Electronic Control Device (ECD) should only be used when its operator can safely approach the subject within the operational range of the device. Although the Electronic Control Device (ECD) is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options. If the subject egresses the officer, the officer deploying the ECD must move to prevent the wires from breaking.

304.6.1 APPLICATION OF THE ELECTRONIC CONTROL DEVICE (ECD)

The Electronic Control Device (ECD) may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

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The “fleeing” of a subject should not be the sole justification for the use of an ECD. The severity of offense, threat to self, or threat to others should be considered before officers use an ECD on a fleeing subject.

The Electronic Control Device (ECD) shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.6.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the Electronic Control Device (ECD) on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

(g) Subjects who are in water.

Because the application of the Electronic Control Device (ECD) in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.6.3 TARGETING CONSIDERATIONS

The preferred targeting areas include the individual’s back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the Electronic Control Device (ECD) probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

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304.6.4 MULTIPLE APPLICATIONS OF THE ELECTRONIC CONTROL DEVICE (ECD)
Officers should apply the Electronic Control Device (ECD) for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one Electronic Control Device (ECD) at a time against a single individual.

If the first application of the Electronic Control Device (ECD) appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the Electronic Control Device (ECD), including:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

304.6.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the Electronic Control Device (ECD). As soon as practicable, officers shall notify a supervisor any time the Electronic Control Device (ECD) has been discharged. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject’s skin.

304.6.6 DANGEROUS ANIMALS
The Electronic Control Device (ECD) may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.6.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department Electronic Control Device (ECD)s while off-duty unless at an authorized off-duty employment.

Officers shall ensure that Electronic Control Device (ECD)s are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.7 DOCUMENTATION
Officers shall document all Electronic Control Device (ECD) discharges in the related arrest/crime reports and the Use of Force report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person,

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laser activation and arcing the device, other than for testing purposes, will not be documented on the Use of Force report form, but the on-duty supervisor will be notified of such occurrence.

304.7.1 USE OF FORCE REPORT FORM

Items that shall be included in the Use of Force report form are:

(a) The type and brand of Electronic Control Device (ECD) and cartridge and cartridge serial number.

(b) Date, time and location of the incident.

(c) Whether any display, laser or arc deterred a subject and gained compliance.

(d) The number of Electronic Control Device (ECD) activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the Electronic Control Device (ECD) was used.

(f) The type of mode used (probe or drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

The ECD trainer or Quartermaster should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The ECD trainer or Quartermaster should also conduct audits of data downloads and reconcile Electronic Control Device (ECD) report forms with recorded activations. Electronic Control Device (ECD) information and statistics, with identifying information removed, should periodically be made available to the public.

304.7.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing Electronic Control Device (ECD)s

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject’s physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

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304.8 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove Electronic Control Device (ECD) probes from a person's body. Used Electronic Control Device (ECD) probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by Electronic Control Device (ECD) probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The Electronic Control Device (ECD) probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Subjects displaying symptoms of Excited Deliriumshall be transported by ambulance to a hospital for observation and blood work. All persons who have been subjected to an ECD activation should be monitored regularly while in police custody even if they received medical care.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the Electronic Control Device (ECD) (see the Medical Aid and Response Policy).

304.9 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the Electronic Control Device (ECD) may be used. A supervisor should respond to all incidents where the Electronic Control Device (ECD) was activated.

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A supervisor should review each incident where a person has been exposed to an activation of the Electronic Control Device (ECD). The device's onboard memory should be downloaded through the data port by a ECD trainer or Quartermaster Rangemaster and saved with the related arrest/ crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.10 TRAINING

Personnel who are authorized to carry the Electronic Control Device (ECD) shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the Electronic Control Device (ECD) as a part of their assignments for a period of six months or more shall be re-certified by a qualified Electronic Control Device (ECD) instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued Electronic Control Device (ECD)s should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time if deemed appropriate by the Training Supervisor. All training and proficiency for Electronic Control Device (ECD)s will be documented in the officer's training files.

Command staff, supervisors and investigators should receive Electronic Control Device (ECD) training as appropriate for the investigations they conduct and review.

Officers who do not carry Electronic Control Device (ECD)s should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Supervisor is responsible for ensuring that all members who carry Electronic Control Device (ECD)s have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of Electronic Control Device (ECD)s during training could result in injuries and should not be mandatory for certification.

The Training Supervisor should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the Electronic Control Device (ECD) and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the Electronic Control Device (ECD).

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Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Sand Springs Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Sand Springs Police Department would control the investigation if the suspect's crime occurred in Sand Springs.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

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305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SSPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved SSPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any SSPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident

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scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Supervisor and Communications. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional SSPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved SSPD officer should be given an administrative order not to discuss the incident with other involved officers or SSPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Division Commander.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief of Police
- Detectives Division Commander
- Use of Force rollout team (Detective Division)
- Outside agency investigators (if appropriate)
- Patrol Commander
- City Attorney
- Psychological/peer support personnel
- Chaplain
- Medical Examiner (if necessary)

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- Involved officer's agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved SSPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-SSPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with bargaining agent representatives will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved SSPD officer. A licensed psychotherapist may also be provided to any other affected SSPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Any communication made by a participant or counselor in a peer support counseling session conducted by any Sand Springs Police Department-approved provider and any oral or written information conveyed in the peer support counseling session is confidential and may not be disclosed by any person participating in the peer support counseling session except as authorized by law (12 O.S. § 2506.2).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SSPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

While the responsibility of investigating the criminal aspect of the involved officer(s), it shall be the general practice of the Sand Springs Police Department to request assistance from the Oklahoma

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State Bureau of Investigation (OSBI) and the District Attorney's Office of the County in which the incident occurred in. At the discretion of the Chief of Police other agencies my requested to assist as well for technical assistance.

Investigative personnel from this departmentwill be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) SSPD personnel not involved in the criminal inquiry should not participate directly in any voluntary interview of SSPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer’s statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED SSPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved SSPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved SSPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved SSPD officer of the right to consult with legal counsel prior to completing any such criminal report.

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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 shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective Division Commander to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the OSBI and the District Attorney's Office and or other outside agency investigators and may be assigned to separately handle the investigation of any related crimes not being investigated as a part of the criminal focused investigation of the deadly force incident.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

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305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved SSPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) 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.

    1. 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 involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

    1. 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.

    2. 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, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

    3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

    4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

    5. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

    6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

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7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/ Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without permission of the Chief of Police who will consult with the prosecuting attorney or City Attorney’s Office, as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Sand Springs Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT STRESS DEBRIEFING

A critical incident stress debriefing should occur as soon as practicable. The Administration Division Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident.

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The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Internal Affairs Unit personnel.

305.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Detectives Division Commander and Public Information Officer in the event of inquiries from the media.

No involved SSPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING

If the death of an individual occurs in the Sand Springs Police Department jurisdiction and qualifies to be reported to the Oklahoma Office of the Chief Medical Examiner, the Patrol Division Commander will ensure that the Detective Division Commander is provided with enough information to meet the reporting requirements (63 O.S. § 940).

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of a firearm that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

This policy meets statutory requirements requiring the adoption of a firearms policy pursuant to 11 O.S. § 34-107.

306.2 POLICY

The Sand Springs Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock 17 9mmAny other handguns to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870 12 gauge. Any other shotguns to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.

When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position.

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306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15/M16 .223 cal. Any other rifles to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.

Members will be issued/authorized to carry a patrol rifle only upon successful completion of Patrol Rifle School or a similar class meeting the criteria.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle with the chamber empty, the bolt forward with the dust cover closed, magazine loaded and inserted into the magazine well, and the weapon on safe.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions (21 O.S. § 1289.23(A)):

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

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306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is governed by both the Oklahoma Self-Defense Act and as authorized by the Chief of Police.

The Chief of Police may rescind his/her authorization should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their position as officers, will be required to meet the following guidelines (21 O.S. § 1289.23):

(a) While not wearing a department uniform, the member shall carry his/her official department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times.

(b) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

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(d) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(e) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The member will successfully qualify with the style of firearm (ie. revolver, semi-auto) prior to it being carried.

(g) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information to be forwarded to CLEET.

(h) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(i) Members shall only carry department-authorized ammunition.

(j) When armed, officers shall carry their badges and Sand Springs Police Department identification card/Commission Card under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

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306.4.2 HOLSTERS
Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

Approved holsters for handguns with optic sights are:

(a) Safariland 6360 ALS/SLS Level III Retention

(b) Alien Gear Rapid Force Level III

(c) Additional holsters may be approved at the discretion of the Rangemaster

306.4.3 TACTICAL LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS
Rangemaster

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

No optics on shotguns will be used.

Approved handgun optics are Halosun 507c-X2ACSS and Trijicon RMR type 2 red dot 3.25MOA

306.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except under Rangemaster supervision.

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(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability and recklessly permitting his/her own child to possess a firearm is prohibited (21 O.S. § 1273(B)).

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306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment (21 O.S. § 1272.1).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

Department members assigned to perform peace officer responsibilities shall demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities.

All members who carry a firearm while on-duty are required to successfully complete training bi-annually, once in the Spring and once in the Fall for both on duty firearms and secondary firearms to be carried on duty. Training and qualifications must be on an approved range course and meet CLEET guidelines (OAC 390:27-1-1 et seq.; 70 O.S. § 3311(B)(14)).

All members who carry a firearm while on-duty are required to successfully requalify bi-annuallyon the required range course. Requalification must be successfully completed in the presence of a CLEET-certified firearms instructor or line safety officer, or a certified firearms instructor approved by the Department (OAC 390:27-1-2).

Proof of successful firearms requalification shall be reported to CLEET pursuant to OAC 390:27-1-5.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
If an officer fails to qualify, the Range master will notify the officer's Supervisor, Division Commander, and Chief's Office, of the failure.

a. Officers will make arraignments to receive remedial training within 10 days from the range master to aid in qualification.

b. The officer who fails to qualify must make a second attempt within 10 working days of the first failure.

c.Officers meeting the minimum qualifying score will be certified and returned to normal duty status.

If an officer fails to qualify on the subsequent attempt, the Range master will notify the officer's Supervisor, Division Commander, and Chief's Office, of the failure.

a.The officer's division commander will assign the officer to an administrative assignment within the division. While in the administrative assignment, the officer will not wear the police uniform, carry a firearm, or drive a police vehicle unless otherwise authorized by the Chief of Police.

b.The officer's division commander will reschedule the officer for remedial firearms training as soon as practicable.

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c.The officer who fails to qualify must make a third attempt within 10 working days of the second failure.

d.Officers meeting the minimum qualifying score will be certified and returned to normal duty status.

If an officer does not qualify on the third session, the range staff will notify the Officer's Division Commander of the failure and instruct the officer to report to the his commander immediately.

Officers shooting below a qualifying score will remain in an administrative assignment and will report to the City Physician within five working days of the third failure for a physical examination to determine if a medical condition is impacting the officer's shooting ability.

a.A written evaluation by the City Physician will be provided to the officer's Division Commander.

b.If the City Physician determines that the officer has failed to qualify due to medical reasons, the officer will start over with the procedure within five working days after being medically released by the City Physician.

c.If there are no restrictions imposed by the City Physician, the next qualification session must be scheduled within five working days after release by the City Physician.

Officers shooting below the qualifying score during the final qualifying session will be reviewed for disability separation or termination as provided by City Policy.

Members who fail to meet the annual re-qualification requirements will be removed from field assignment and shall be subject to disciplinary action in accordance with Chapter 2 of Title 390 of the Oklahoma Administrative Code (OAC 390:27-1-6).

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

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(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, Electronic Control Device (ECD), oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Supervisor after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

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The Rangemaster shall complete and submit to the Training Supervisor documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Supervisor.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Sand Springs Police Department identification card/ Commission Card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Sand Springs Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Sand Springs Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

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(i) Officers should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Sand Springs Police Department identification card/ Commission Card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active peace officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

This policy meets statutory requirements requiring the adoption of a pursuit driving policy pursuant to 11 O.S. § 34-107.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Tactical Vehicle Intervention (TVI)/Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

307.2 POLICY

It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

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307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (47 O.S. § 11-106):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

307.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

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(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as air support assistance.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.

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(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.2 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

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(e) The number of occupants and identity or description.

(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.3 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the dispatcher of his/her entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

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(c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Request assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other officers to observe exits available to the suspect.

(d) Notify other law enforcement agencies if it appears that the pursuit may enter their jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

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The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Shift Supervisor is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Sand Springs Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Supervisor shall review all pertinent reports for content and forward them to the Division Commander.

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307.7 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies. This may also be accomplished by units staying on the SSPD main channel and requesting that it be patched to an RMA channel assigned by the Tulsa Regional Dispatch.

307.7.1 RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Sand Springs Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation.

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The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Sand Springs Police Department, the supervisor should consider:

(a) The public's safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

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307.10 PURSUIT INTERVENTION

.Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking, TVI, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/ supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.

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4. The suspect vehicle is stopped or traveling at a low speed.
5. Only law enforcement vehicles should be used in this tactic.

(b) The TVI/PIT is limited to use by properly trained officers with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.
3. Ramming shall be considered as a use of deadly force and will be documented and reviewed as such.

(d) Boxing in a vehicle is not a currently accepted method of control at the Sand Springs Police Department, and therefore should not be attempted.

(e) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should

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only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

(g) A deadblock is considered a use of deadly force and will be documented and reviewed as such. Before preforming a deadblock, supervisor approval should be obtained. Upon approval, the deadblock shall be set up in an area with clear line of sight and shall be well marked with emergency lighting. Only emergency vehicles shall be used in such circumstances.

307.11 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report.

(c) After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.

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(a) Any use of force shall be reported and documented in compliance with the Use of Force Policy.

7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(e) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

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Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

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(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

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(m) The suspect's location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

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308.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 COMMUNICATIONS RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

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1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

(k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

308.7 FORCIBLE ENTRY

It is a common situation for officers to be placed into a circumstance in which a subject flees from an arrest situation. In many of these circumstances, the fleeing suspect enters a residential dwelling to evade arrest.

The courts have stated, “It is a basic principle of Fourth Amendment law that searches and seizures inside a home without a warrant are presumptively unreasonable.” Payton v. New York, 445 U.S. 573, 586 (1980)

This policy shall give guidance based upon the findings in the case of MASCORRO, ET AL. V. BILLINGS, ET AL., APPEAL NO. 10-7005 (8/31/11) (E.D. OKLA.)

If in fresh pursuit of a subject who has committed a serious offense, the officer may make entry into a residence. An officer may also continue fresh pursuit if an officer witnesses the suspect in possession of evidence which may likely be destroyed.

In all cases of minor offenses and or in which there is no concern for evidence being destroyed, a warrant will be applied for in order to make a forcible entry.

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It is also allowable for officers at any time to seek a written consensual waiver of rights for a search by persons with controlling authority over a residence. If the person being sought is also one of the residents of the residence, then no waiver should be asked for by another person (you cannot ask one person to waive another's rights).

Prior to making forcible entry without a warrant for a fleeing suspect, an officer must:

(a) Have probable cause to believe the suspect is inside the residence or other structure.

(b) Be in fresh pursuit of a suspect.

(c) For a serious offense

Or, gain consent from the legal owner or resident of the affected property prior to making entry into a residence. This consent will be given in writing or recorded on a department video recorder. Note: a person may not waive another's rights. Ensure that the person giving the waiver has the sole authority to do so.

Ensure at least one uniformed officer is present and visible.

Make entry in a reasonable manner that produces the least amount of damage to the property while ensuring officer safety.

When the premises cannot be secured, and the arrestee is the owner or resident, they should be afforded the opportunity to contact a person of their choice to care for the property as soon as possible.

When property damage occurs during forced entry, the scene supervisor will submit an Interoffice Correspondence detailing the damage to the Chief's Office.

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Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (47 O.S. § 1-103; 47 O.S. § 11-106; 47 O.S. § 12-218; 47 O.S. § 12-401).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage, and the officers presence may stop or mitigate the effects.

(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the dispatcher.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign

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- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (47 O.S. § 11-106):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

309.5.1 NUMBER OF OFFICERS ASSIGNED

The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

An emergency response involving more than one police vehicle should be coordinated by Communications to avoid any unanticipated intersecting of response routes. The dispatcher shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field

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supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

309.6.1 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT

Officers operating an authorized emergency vehicle without using audible and visual signals may exceed the maximum speed limits and disregard regulations governing turning in specified directions, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:

1. Destroy or lose evidence of a suspected felony.
2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the dispatcher. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 COMMUNICATIONS

When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the dispatcher shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers. In all other circumstances, the dispatcher shall obtain authorization from the Shift Supervisor or a field supervisor prior to assigning an emergency response.

309.8.1 RESPONSIBILITIES

Upon notification or assignment of an emergency response, the dispatcher is responsible for:

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(a) Confirming the location from which the officer is responding or requesting assistance.

(b) Attempting to assign the closest available assisting officers to the location of the emergency call.

(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.

(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).

(e) Notifying the Shift Supervisor as soon as practicable.

(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor or field supervisor.

309.9 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Supervisor or the field supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

309.9.1 SUPERVISOR RESPONSE

Supervisors should respond on scene to any incident that, in the supervisor’s judgment, is appropriate due to the circumstances; when requested by an officer; and to events as detailed in specific policies, including but not limited to:

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- Use of Force Policy
- Officer-Involved Shootings and Deaths Policy
- Vehicle Pursuits Policy
- Foot Pursuits Policy
- Missing Persons Policy
- Hazardous Material Response Policy
- Hostage and Barricade Incidents Policy
- Response to Bomb Calls Policy
- Crisis Intervention Incidents Policy
- First Amendment Assemblies Policy

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Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Sand Springs Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Supervisor to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Shift Supervisor.

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

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310.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from units outside of the Sand Springs Police Department shall be reviewed by the Shift Supervisor.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

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Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

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310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine coordinator shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days (OAC 310:599-3-1).

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under

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conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).

(c) A garage that can be secured and can accommodate a canine vehicle.

(d) Living within 30 minutes travel time from the Sand Springs City limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

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(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Sand Springs Police Department facility.

(e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Supervisor.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

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The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the Collective Bargaining Agreement (29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and approved certification standards. Canine teams trained exclusively for the detection of narcotics or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

A canine shall not be certified as both a drug dog and a bomb dog; once a dog is certified as either a drug dog or a bomb dog, that dog may not be certified in the other category (OAC 390:30-1-3; OAC 390:31-1-3; 70 O.S. § 3311(B)(9)).

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis (70 O.S. § 3311(K); 70 O.S. § 3311(L)).

Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Sand Springs Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

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310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Sand Springs Police Department may work with outside trainers with the applicable licenses or permits.

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements (21 USC § 823(f); OAC 475:10-1-4; 63 O.S. § 2-302).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Sand Springs Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

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(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property Division or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

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Domestic Abuse

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of the Sand Springs Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

This policy meets statutory requirements requiring the adoption of a domestic abuse policy pursuant to 11 O.S. § 34-107.

311.1.1 DEFINITIONS

Definitions related to this policy include (22 O.S. § 60.1):

Court order - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Dating relationship – An intimate association, primarily characterized by affectionate or sexual involvement. This does not include a casual acquaintance or ordinary fraternization between persons in a business or social context.

Domestic abuse - Any act of physical harm or the threat of imminent physical harm that is committed by an adult, emancipated minor, or minor child 13 years of age or older against another adult, emancipated minor, or minor child who is currently or was previously an intimate partner or a family or household member. Domestic violence includes any form of domestic abuse.

Family or household members - Includes:

(a) Parents, including grandparents, stepparents, adoptive parents, and foster parents

(b) Children, including grandchildren, stepchildren, adopted children, and foster children

(c) Persons otherwise related by blood or marriage living in the same household

(d) Persons otherwise related by blood or marriage

Intimate partner – Includes:

(a) Current or former spouses

(b) Persons who are or were in a dating relationship

(c) Persons who are biological parents of the same child, regardless of their marital status or whether they have lived together at any time

(d) Persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement

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311.2 POLICY

The Sand Springs Police Department's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic abuse cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS

The following guideline shall be followed by officers when investigating domestic abuse cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

    (a) Investigating officers shall seize any weapon or instrument when there is probable cause to believe the weapon or instrument has been used to commit

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an act of domestic abuse when an arrest is made and the weapon or instrument can be lawfully seized as evidence (22 O.S. § 60.8).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

(a) Whether the suspect lives on the premises with the victim.

(b) Claims by the suspect that the victim provoked or perpetuated the abuse.

(c) The potential financial or child custody consequences of arrest.

(d) The physical or emotional state of either party.

(e) Use of drugs or alcohol by either party.

(f) Denial that the abuse occurred where evidence indicates otherwise.

(g) A request by the victim not to arrest the suspect.

(h) Location of the incident (public/private).

(i) Speculation that the complainant may not follow through with the prosecution.

(j) Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

(k) The social status, community status, or professional position of the victim or suspect.

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

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1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report, provide the DVIS information handout and a petition for emergency protective order (if required).

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

- Victims shall be provided with the department domestic abuse information handout , even if the incident may not rise to the level of a crime (21 O.S. § 142A-3).
- Victims should also be alerted to any available victim advocates, shelters and community resources.
- When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- If appropriate, officers shall seek or assist the victim in obtaining an emergency order.
    - The investigating officer shall ensure the victim handout contains a petition for an emergency temporary order of protection and, if necessary, assist the victim in completing the petition form as directed in the Victim and Witness Assistance Policy (22 O.S. § 40.3; 22 O.S. § 60.16).
- Victims of domestic abuse shall not be discouraged from pressing charges (22 O.S. § 60.16).

311.6 DISPATCH ASSISTANCE

All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

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311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

A copy of a court order is generally acceptable as proof that a court order is valid in this state (22 O.S. § 60.9).

311.9 STANDARDS FOR ARRESTS

Officers investigating a domestic abuse report should consider the following:

(a) Officers investigating an assault that qualifies as domestic abuse may make an arrest even if the assault was not committed in his/her presence if, based upon probable cause, an offense occurred within the last 72 hours and it caused the victim an observable injury or impairment (22 O.S. § 60.16).

  (a) Investigating officers shall consider the circumstances surrounding the incident, past history of abuse between the parties, statements of any children present in the residence, which party is the dominant aggressor and any other relevant factors in making these arrests (22 O.S. § 60.16).

(b) Investigating officers shall make an arrest when they have probable cause to believe a person with notice has violated an enforceable court order, whether or not the order

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was issued in Oklahoma. Persons arrested for a violation of a court order shall not be released but brought before a judge within 24 hours of arrest (22 O.S. § 60.9).

311.10 REPORTS AND RECORDS

Requirements for domestic abuse reports and records include:

(a) Investigating officers shall document each reported incident of domestic abuse. Documentation shall include (22 O.S. § 40.6):

1. The type of crime involved in the domestic abuse.
2. The date, time, and day of the week the incident occurred.
3. Other information required by the Department.

(b) A lethality assessment form shall be completed and included in the report submitted by the investigating member, and if the results indicate a referral is suggested, the assessing officer shall (21 O.S. § 142A-3):

1. Advise the victim of the assessment results.
2. Advise the victim that the officer will call the domestic violence hotline to allow the victim to speak with an advocate.
3. Document the refusal if the victim does not want to speak to an advocate.
4. Provide referral information for shelters, domestic violence programs, and other social services regardless of the results of the assessment.

(c) The Services Supervisor shall complete a monthly report of domestic abuse incidents on forms provided by the Oklahoma State Bureau of Investigation (OSBI) and submit the report to the OSBI in accordance with 74 O.S. § 150.12B (22 O.S. § 40.6).

311.11 SERVICE OF COURT ORDERS

Officers shall assist specific victims, including domestic abuse victims, with petitions and service of court orders and lethality assessment forms (see 318 Victim and Witness Assistance Policy).

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Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Sand Springs Police Department personnel to consider when dealing with search and seizure issues.

This policy meets statutory requirements requiring the adoption of a search and seizure policy pursuant to 11 O.S. § 34-107.

312.2 POLICY

It is the policy of the Sand Springs Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

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Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

312.4 SEARCH PROTOCOL

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

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Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Sand Springs Police Department members are required to notify the Oklahoma Human Services (OKDHS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Any unmarried person 18 years of age and younger, including an infant born alive (OAC 340:75-3-120).

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to OKDHS.

313.2 POLICY

The Sand Springs Police Department will investigate all reported incidents of alleged criminal child abuse and ensure OKDHS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Sand Springs Police Department shall notify OKDHS when there is reason to believe that a child is the victim of abuse or neglect (10A O.S. § 1-2-101).

For purposes of notification, abuse includes harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Neglect includes abandonment; the failure or omission to provide adequate nourishment, medical care, or supervision; or the failure or omission to protect the child from illegal drugs, illegal activities, or sexual acts that are not age-appropriate (10A O.S. § 1-1-105). It also includes when a member has reasonable suspicion to believe that a child is a victim of human trafficking as defined by 21 O.S. § 748 (OAC 340:75-3-300).

313.3.1 NOTIFICATION PROCEDURE

Notification shall occur immediately or as soon as practicable by calling OKDHS child abuse and neglect hotline (10A O.S. § 1-2-101).

Notification should be made as soon as possible by contacting OKDHS at the following:

Child Protective Services on-call phone

The following information should be reported:

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(a) Name, address and whereabouts of the child, child's parents or the person responsible for the child's welfare

(b) Child's age

(c) Nature and extent of the abuse or neglect

(d) Any other information that might be helpful in establishing the cause of the injuries and the identity of the person responsible for the abuse or neglect

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. When feasible, a joint investigation shall be conducted with OKDHS. These investigators should (10A O.S. § 1-9-102):

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable supporting the district attorney in meeting the requirements of the Oklahoma Commission on Children and Youth (OAC 135:10-25-2).

(g) Obtain copies of medical examinations, including notes, X-rays, photographs or any other medical records related to the alleged abuse or neglect (10A O.S. § 1-2-101; 10A O.S. § 1-2-105).

313.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

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(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact OKDHS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS (10A O.S. § 1-4-201).

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon an order from a court of proper jurisdiction (10A O.S. § 1-4-201).

(b) Without a court order if the officer has reasonable suspicion that (10A O.S. § 1-4-201):

  (a) The child is in need of immediate protection due to an imminent safety threat.

  (b) The circumstances or surroundings of the child are such that continuation in the child's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.

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(c) When the child, including a child with a disability, is unable to communicate effectively about abuse, neglect, or another safety threat, or is in a vulnerable position due to the inability to communicate effectively, and the child is in need of immediate protection due to an imminent safety threat.

(c) Without a court order if the officer has reasonable suspicion that the child may be a victim of human trafficking and is in need of immediate protection (21 O.S. § 748.2; OAC 340:75-3-300).

The officer shall ensure that the parent, legal guardian, or custodian of a child taken into temporary protective custody by the Department is provided with a proper written notice of the protective custody and of an emergency custody hearing as provided in 10A O.S. § 1-4-202.

When a child is taken into protective custody by the officer and an emergency placement is identified, the officer shall conduct a criminal history check, including a check for orders of protection, and outstanding warrants of each person residing in the household prior to placement. A criminal history check and fingerprint verification shall be performed when requested by OKDHS to assist in determining the suitability of an emergency placement home. The results of each person's criminal history and whether any orders of protection or outstanding warrants exist shall be reported verbally to OKDHS (10A O.S. § 1-7-115).

313.6.1 RELINQUISHMENT OF CHILD

A parent may voluntarily relinquish a child 30 days of age or younger to an authorized member on-duty at the Sand Springs Police Department under the terms of the Oklahoma Safe Haven law (10A O.S. § 1-2-109).

Upon receiving a child 30 days of age or younger, the member may request, but not demand, any information the parent may be willing to share including the child or parents' medical history. If the parent wishes to remain anonymous, the request shall be honored. The surrendering parent should be provided written information, if available, related to parental rights , reunification with the child, and sources of counseling.

The member shall protect the physical health and safety of the child, including requesting medical treatment if necessary. Notification to OKDHS shall be made immediately to assume custody of the child. The member should check to determine whether the child has been reported missing (10A O.S. § 1-2-109).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

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Officers shall follow appropriate protocols and procedures for investigating and interviewing child victims (10A O.S. § 1-9-102).

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination for evidence collection, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

313.8.1 EMERGENCY MEDICAL CARE

When a child is taken into protective custody without a court order and requires emergency medical care for treatment related to suspected abuse or neglect and the parent or legal guardian is unavailable or unwilling to consent to the treatment recommended by a physician, the officer may authorize treatment as necessary to safeguard the health or life of the child. Prior to authorizing treatment based on the unavailability of the parent or guardian, the officer shall exercise diligence in locating the parent or guardian, if known (10A O.S. § 1-3-102).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Division supervisor should:

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(a) Work with professionals from the appropriate agencies, including OKDHS, other law enforcement agencies, medical service providers, and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Division supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

Oklahoma requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS

The Department shall provide OKDHS with a copy of the report of any investigation resulting from a referral from DHS (10A O.S. § 1-2-102).

313.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (10A O.S. § 1-6-102; 10A O.S. § 1-2-101).

313.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

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(g) Recognizing abuse that requires mandatory notification to another agency.

(h) Following protocols and procedures established by the Child Abuse Training and Coordination Council (OAC 310:529-3-5).

313.12 CASES INVOLVING TRIBAL MEMBERS

313.12.1 36 HOUR REPORT REQUIRED

Within 36 hours of the initial report, the local law enforcement agency or child protection services agency which received the initial report shall follow the telephone report with a written report to the agencies notified under the Initial Report section. The 36-hour report should contain the following: (See example on page 11.)

- The' name, address, age and sex of the child that is the subject of the report, including current whereabouts;
- The grade and the school in which the child is currently enrolled;
- The name and address of the child's parents or other person current whereabouts of the parents or other persons responsible for the child's care and the parents or other person responsible for care;
- The name and address of the alleged offender and whereabouts;
- The name and address of the person who made the report to the agency, unless prohibited by statute or DHS policy to disclose name and address of reporting party in writing;
- A brief narrative as to the nature and extent of the child's injuries, including any previously known or suspected abuse of the child or the child's siblings, and the suspected date of the abuse;
- Any other information the agency or the person who made the report to the agency believes to be important to the investigation and disposition of the alleged abuse, (i.e. emergency-room reports, previous court cases, etc.); and
- Agency case number.

313.12.2 INDIAN COUNTRY JURISDICTION

Upon receipt of the initial report, if possible, or upon receipt of the 36-hour report, BIA or Tribal Law Enforcement will take immediate action to deter-mine if it is probable that the alleged offense occurred in Indian country. For the purpose of further investigation, it shall be presumed, unless otherwise established, that if the child or the perpetrator resides in Indian country, the probability exists that the offense occurred in Indian country.

313.12.3 EMERGENCY REMOVAL OF A CHILD

If immediate removal is necessary, the responsible law enforcement agency, state or Indian child welfare agency, and/or child protection agency will fol-low the appropriate procedures for emergency removal of the child, including immediate notification of: (1) the child protection agency where the child resides; and (2) the tribal prosecutor in compliance with applicable tribal codes

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or 25 C.F.R., Part 11 (for tribes served by the Courts of Indian Offenses) concerning show cause and other proceedings.

313.12.4 MEDICAL EXAMINATION

An immediate medical examination by a physician or health care provider will be arranged if there is an acute need, such as injury to the child, which requires medical attention, or the need to preserve evidence, such as the preparation of a rape kit or other examination, or existing conditions make it advisable. Otherwise, a medical examination by a physician or health care provider with a background in child physical or sexual abuse previously identified by the United States Attorney's office will be arranged in the normal course of business.

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Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Sand Springs Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Sand Springs Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Sand Springs Police Department shall notify the Department of Human Services (DHS) when there is reasonable cause to believe that a vulnerable adult is suffering from abuse, neglect, or exploitation (43A O.S. § 10-104).

For purposes of notification, abuse is (43A O.S. § 10-103):

- Causing or permitting the infliction of physical pain, injury, sexual abuse, sexual exploitation, unreasonable restraint or confinement, mental anguish, or personal degradation.
- The deprivation of nutrition, clothing, shelter, health care, or other care or services without which serious physical or mental injury is likely to occur by either a caretaker or other person providing services to a vulnerable adult.

A vulnerable adult is an incapacitated person 18 years of age or older who, because of a physical or mental disability, incapacity, or other disability, is any of the following (43A O.S. § 10-103):

(a) Substantially impaired in the ability to provide adequate care or custody of himself/herself

(b) Unable to manage his/her property and financial affairs effectively

(c) Unable to meet the essential requirements for mental or physical health or safety

(d) Unable to protect him/herself from abuse, verbal abuse, neglect, or exploitation without assistance from others

314.3.1 NOTIFICATION PROCEDURE

Notification shall occur as soon as possible by contacting the local county DHS (43A O.S. § 10-104). Notification shall include (43A O.S. § 10-104):

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(a) The name and address of the vulnerable adult.

(b) The name and address of the caretaker, guardian or person having power of attorney over the vulnerable adult's resources, if any.

(c) A description of the current location.

(d) A description of the current condition of the vulnerable adult.

(e) A description of the abuse, neglect or exploitation of the vulnerable adult.

A written report shall be prepared when initial notification is made directly to the Sand Springs Police Department and DHS shall be notified as soon as possible of the department's investigation.

Notification for Tulsa County calls should be directed to .

Notification for Osage County calls should be directed to

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. When feasible, a joint investigation shall be conducted with DHS (43A O.S. § 10-105). These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review as follows (43A O.S. § 10-104):

1. If it is clear from the investigation that no abuse occurred, the investigator should note in the case file that the suspected adult abuse may be unfounded.
2. In cases of self-neglect, the investigator should only forward cases when it reasonably appears that there has been a similar investigation within the preceding six months.

(d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

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(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Any other investigative information necessary for a joint investigation with DHS (43A O.S. § 10-105).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact DHS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation (43A O.S. § 10-108).

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim.

Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order

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on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.6.1 INVOLUNTARY PROTECTIVE SERVICES

An officer shall transport a vulnerable adult when presented with a court order by DHS authorizing involuntary protective services and directing law enforcement to transport the vulnerable adult for necessary care, treatment or residential placement (43A O.S. § 10-108).

An officer may forcibly enter the premises when authorized by the court order to gain access to the vulnerable person for transport to another location for the provision of involuntary protective services (43A O.S. § 10-108).

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.7.3 ASSISTING DEPARTMENT OF HUMAN SERVICES INTERVIEWS

If DHS has obtained a court order permitting access to a person believed to be a vulnerable adult and forced entry is required, the DHS representative may force entry into the vulnerable adult's home or other place of residence. The assigned officer shall accompany the DHS representative but should not force the entry unless authorized by the court order (43A O.S. § 10-108).

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314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate the Drug Team when an officer notifies the Detective Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Division supervisor so the Drug Team response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Oklahoma requires or permits the following:

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314.10.1 RECORDS CLERK RESPONSIBILITIES

The Records Clerk is responsible for:

(a) Providing a copy of the adult abuse report to the DHS as required by law.

(b) Retaining the original adult abuse report with the initial case file.

314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (43A O.S. § 10-110).

314.11 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

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Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Sand Springs Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance, or creating a hostile, or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material, or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

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315.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT
The Department prohibits all forms of discrimination and discriminatory harassment including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Oklahoma Attorney General's Office of Civil Rights Enforcement guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with city or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES
This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Director, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Director, or the City Manager for further information, direction, or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment, or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate

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any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Director, or the City Manager.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

(a) Approved by the Chief of Police, the City Manager, or the Human Resources Director, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

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315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

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Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

This policy meets statutory requirements requiring the adoption of a response to missing persons policy pursuant to 11 O.S. § 34-107.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Out of the zone of safety for his/her chronological age and developmental stage.
2. Mentally or behaviorally disabled.
3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
5. In a life-threatening situation.
6. In the company of others who could endanger his/her welfare.
7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

(c) Qualify for a state AMBER Alert™.

Missing person - Any person who is reported to law enforcement as missing and unaccounted for from expected and normal activities (74 O.S. § 151.3).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and the Oklahoma Law Enforcement Telecommunications System (OLETS).

Unidentified person - Any person, living or deceased, who is unidentified after all available methods have been exhausted (74 O.S. § 151.3).

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316.2 POLICY

The Sand Springs Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detective Division supervisor shall ensure the following forms and kits are developed and available:

- Missing persons report form
- Missing Person Investigation Checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing persons school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) If the missing person is under 17 years of age, initiate an investigation immediately (10 O.S. § 1628).

(c) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(d) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(e) Broadcast an alert if the person is under 17 years of age or there is evidence that the missing person is at risk. The alert should be broadcast as soon as practicable but in

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no event more than one hour after determining the missing person is under 17 years of age or may be at risk.

(f) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).

(g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(h) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) Notify the Oklahoma State Bureau of Investigation (OSBI) if there is reason to believe that a missing person, under 18 years of age and who was born in Oklahoma, may be the victim of a family abduction (74 O.S. § 150.12A).

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Clerk.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

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(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 RECORDS CLERK RESPONSIBILITIES

The responsibilities of the Records Clerk receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Detective Division.

(e) Forwarding a copy of the report as soon as possible to the OSBI (74 O.S. § 150.12A).

(f) Coordinating with the NCIC Terminal Contractor for Oklahoma to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 DETECTIVE DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph.

2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

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(d) Shall verify and update OLETS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Medical Examiner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the OSBI and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Shall make appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs) (74 O.S. § 151.3).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, members should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

(l) Shall ensure all of the tasks listed in 74 O.S. § 151.3 have been initiated within 30 days.

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Detective Division Commander shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the OSBI (74 O.S. § 150.12A).

(b) The missing child's school is notified.

(c) Entries are made in the applicable missing person networks within 72 hours of location or discovery of the missing person (74 O.S. § 150.12A).

(d) When a person is at risk, the fact that the person has been found shall be reported within 24 hours to the OSBI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

(f) Notification shall be made to NamUs within 24 hours (74 O.S. § 151.3).

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316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Detective Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Sand Springs or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Training Supervisor should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

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(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., internet use, cell phone use).

(n) Media relations.

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Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the appropriate alert system (e.g., Emergency Alert System (EAS)), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Sand Springs Police Department should notify their supervisorsas soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander.

317.4 AMBER ALERTS™

AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA

The following criteria are required to activate an AMBER alert :

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(a) The individual believed to be abducted is a child 17 years of age or younger or an individual with a proven mental or physical disability.

(b) There is reason to believe the victim is in imminent danger of serious bodily injury or death.

(c) There is information available to disseminate to law enforcement agencies and the general public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

317.4.2 PROCEDURE

The following is the procedure for initiating an AMBER alert :

(a) After receiving a report of a possible child abduction, the Department shall investigate to determine if the reported child abduction meets the requirements for an AMBER alert .

(b) If a determination is made that an abduction meeting the qualifications for an AMBER Alert has occurred, the designated reporting officer shall notify the Department of Public Safety (DPS) by completing the AMBER activation Form on the Oklahoma Law Enforcement Telecommunications System (OLETS).

(c) The designated reporting officer is responsible for ensuring that updates and cancellations concerning the AMBER Alert are disseminated to all law enforcement agencies through OLETS.

317.5 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing senior citizen 60 years of age or older who is believed to be suffering from dementia or other cognitive impairment (63 O.S. § 1-1990.2).

317.5.1 CRITERIA

The following criteria are required to activate a Silver Alert (63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5):

(a) Verification that at the time the senior citizen is reported missing:

1. The person is 60 years of age or older.
2. The location of the senior citizen is unknown.
3. The senior citizen has dementia or other cognitive impairment.

(b) Determination that the person’s disappearance poses a credible risk to his/her health and safety.

(c) Determination that, although the missing person does not meet the age requirements of a Silver Alert, his/her safety would be best protected by the issuance of a Silver Alert.

317.5.2 PROCEDURE

The following is the procedure for initiating a Silver Alert (63 O.S. § 1-1990.5; 63 O.S. § 1-1990.6):

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(a) Require the family or legal guardian of the missing senior citizen to provide documentation of the impaired mental condition of the senior citizen.

(b) Determine identifying information about the missing senior citizen and any other information that might be useful to the general public in the safe recovery of the missing senior citizen.

(c) Immediately report the issuance of a Silver Alert through the National Crime Information Center (NCIC).

(d) Include the following in the Silver Alert:

1. All appropriate information that that may lead to the safe recovery of the missing senior citizen
2. A statement instructing any person with information related to the missing senior citizen to contact a local law enforcement agency

The Department shall terminate a Silver Alert not later than the earlier of the date on which (63 O.S. § 1-1990.7):

- The missing senior citizen is located or the situation is otherwise resolved.
- The DPS notification period ends.

Any department member who locates a missing senior citizen who is the subject of a Silver Alert shall immediately notify the DPS.

317.6 OTHER EMERGENCY EVENTS

Activation of public alerts may be necessary for other public emergencies. These alerts will be coordinated through the Chief of Police or his designee and the Sand Springs Emergency Operations Center when appropriate.

317.7 BLUE ALERTS

The statewide blue alert system is intended to rapidly disseminate information that may be useful for the apprehension of a suspect who has killed or seriously injured a law enforcement officer (47 O.S. § 2-316).

317.7.1 CRITERIA

The criteria for the issuance of a Blue Alert includes (47 O.S. § 2-316):

- A law enforcement officer has been killed or seriously injured.
- There is information identifying an individual as a suspect connected to the incident that includes suspect's name, a detailed suspect description or a reasonably detailed suspect vehicle description.
- The suspect poses a serious risk or threat to the public and other law enforcement members.

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317.7.2 PROCEDURE

Blue alerts may be initiated through the protocols of the Oklahoma Department of Public Safety upon the recommendation of the Sand Springs Police Department (47 O.S. § 2-316) and completion of the activation form .

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Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Sand Springs Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Sand Springs Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Sand Springs Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts (21 O.S. § 142A-2; 21 O.S. § 142A-3).

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources (21 O.S. § 142A-2; 21 O.S. § 142A-3).

a) Victims rights form

b) Safeline form

c) DVIS form

d) Emergency protective order petition

e) VINE form

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Family members who receive a death notification in the case of a homicide are entitled to receive notification of their rights as a crime victim (21 O.S. § 142A-3).

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If the preliminary investigation involves a case of domestic abuse, the investigating member shall assess the potential danger to the victim by asking questions provided on a lethality assessment form (21 O.S. § 142A-3).

318.4.2 ORDER OF PROTECTION FOR SPECIFIC VICTIMS

Investigating officers shall provide the victim of domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, or assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim with the appropriate handout containing a petition for an emergency temporary order of protection and, if necessary, assist the victim or family member in completing the petition form (22 O.S. § 40.3; 22 O.S. § 60.16).

If the court is closed and a petition is desired and completed, the investigating officer shall as soon as practicable notify a judge by phone and describe the circumstances. The officer shall then tell the victim whether the judge has approved or disapproved the order. If approved, the officer shall (22 O.S. § 40.3; 22 O.S. § 60.16):

(a) Provide the victim or a responsible adult if the victim is a minor child or an incompetent person, or an immediate family member of a first-degree murder victim, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the order.

(b) Notify the person subject to an approved order of the issuance and conditions of the order, if known, and provide him/her a copy of the petition and the statement of the officer attesting to the order of the judge.

(c) File the petition and supporting statements with the court when it is first open for business.

318.5 VICTIM INFORMATION

The Administration Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic abuse and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

  (a) A petition for an emergency temporary order of protection shall be included in the handout (22 O.S. § 40.3; 22 O.S. § 60.16).

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check

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on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer's name, badge number, and any applicable case or incident number.

(j) Explanation of the address confidentiality program and how it can be initiated (22 O.S. § 60.14).

(k) The 24-hour Oklahoma Safeline telephone number for victims of sexual assault, or domestic abuse (21 O.S. § 142A-3).

(l) The human trafficking emergency hotline and rights specific to victims of human trafficking (21 O.S. § 748.2).

(m) Rights specific to victims of domestic abuse and rights specific to victims of sexual assault set forth in 21 O.S. § 142A-3 and 21 O.S. § 142C et seq.

(n) The constitutional and statutory rights of victims (21 O.S. § 142A-2).

318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 POST-INVESTIGATION VICTIM AND WITNESS ASSISTANCE

The Department will ensure victim and witness assistance services are provided during any follow-up investigation, including, but not limited to:

(a) Complying with the provisions of state crime victims' compensation statutes.

(b) Complying with all statutory provisions with respect to victims of sex offenses.

(c) Explaining to a victim and/or witness the procedures involved in their case and their role in those procedures unless detrimental to the prosecution of the case.

(d) Conducting follow-up investigative steps such as scheduling lineups, interviews and other required appearances.

(e) Returning victim and witness property when permitted by law or rules of evidence in accordance with the Property Division Policy.

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Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim.

319.2 POLICY

The Sand Springs Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

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(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked “Hate Crime.”

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (emergency temporary order of protection) through the courts or City Attorney.

319.4.1 DETECTIVE DIVISION RESPONSIBILITIES

If a hate crime case is assigned to the Detective Division, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the District Attorney's Office and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 REPORTING HATE CRIMES

The Detective Division Commander shall maintain a standard system for the collection and reporting of hate crime data and ensure that all reports of hate crimes are reported pursuant to 21 O. S. § 850.

319.5 TRAINING

All members of this department should receive training on hate crime recognition and investigation.

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Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Sand Springs Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

This policy meets statutory requirements requiring the adoption of a professional conduct of officers policy pursuant to 11 O.S. § 34-107.

320.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the

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opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Oklahoma constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.4.1 DISCIPLINARY PROCESS

When initiated, discipline should incorporate training and counseling as corrective actions and follow adopted standards as outlined in the collective bargaining agreement between the City of Sand Springs and Fop Lodge #109 in regard to progressive discipline.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

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320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS

(a) Using or disclosing one’s status as a member of the Sand Springs Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

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(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

(f) Action or omission in a case in which a member has a personal interest in the outcome of the case, or when the member is related to or has a personal friendship with a party to a case, and the member's involvement gives the perception of bias. This applies to on-duty and off-duty conduct.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member’s position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work

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assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Human Resources Department of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.

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2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

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320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

320.6 EMPLOYEE CONTACT AVAILABILITY

By the nature of the Sand Springs Police Department being a first responder agency which mission is essential to the public safety and general welfare of the public, the Department must be able to contact members, by means approved by the Chief of Police and the member. This contact is not only for emergency situations, but for issues such as call back for overtime and information critical to the ongoing work of the organization. Therefore:

1. Members shall be available by phone, or other means at all times other than leave that has been pre-approved.
2. When not immediately available, members shall have ten minutes to return the missed phone call to the agency.

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Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Sand Springs Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Sand Springs Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

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However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors and the Services Division Commander.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software (example - Windows Updates). Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or

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department-related purpose to access such data. Any exceptions to this policy must be approved by the Chief of Police.

321.4.3 INTERNET USE
Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

321.4.4 OFF-DUTY USE
Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned computers that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or Services Division Commander.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to the Services Division Commander.

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321.5.1 DISCLOSURE OF BREACH OF SECURITY OF COMPUTERIZED PERSONAL INFORMATION

Any breach of computerized data owned or maintained by the Department shall be disclosed to any resident of Oklahoma whose unencrypted personal information is reasonably believed to have been acquired by an unauthorized person (74 O.S. § 3113.1).

The disclosure shall be made in the most expedient time possible and without unreasonable delay unless this department or another law enforcement agency determines that the notification would impede a criminal investigation.

As per state and federal requirements, it is the responsibility of Sand Springs Police Department employees to report suspected computer incidents, and/or breach of personally identifiable information, as quickly as possible. The ultimate goals, regardless of incident, are the protection of assets, containment of damage, and restoration of service.

The reported cyber incident will be coordinated by the Oklahoma Cyber Command with the Oklahoma Office of Homeland Security, Information Analysis/Infrastructure Protection Division (OHS IA/IPD) and the Oklahoma State Bureau of Investigation (OSBI).

In addition, in the event of an actual or imminent breach, personnel must complete and submit the " Breach of Personally Identifiable Information (PII) Report " to the District Attorney's Council (DAC) no later than 12 hours after an occurrence of an actual breach, or the detection of an imminent breach.

321.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

The Services Division will periodically monitor and audit the entire system. If unauthorized software, hardware and/or any power-on and/or application passwords are discovered, the Services Division will remove the software, hardware and/or password.

The Services Division will also document and report the discovery in an inter-office correspondence to the Chief of Police and the division in which the violation was discovered.

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The Services Division will conduct annual security audits of the department's information systems. These audits will include a review of password composition rules and verification of permissions on shared and non-shared files (including the employee's working files and folders).

If an employee terminates employment or transfers to another city department, the services division shall be notified as soon as practical to remove the user's access to city and police information systems.

321.7 MOBILE DATA COMPUTER

Please see Policy #424 for information on Mobile Data Computers.

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Department Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY

The Sand Springs Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

322.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

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Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Sand Springs Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

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The Department may provide a method for members of the public to contact department members directly.

322.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS

The Administration Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Sand Springs Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

All reports should be completed before the end of the members scheduled days off. Any exception to this must be granted by the on-duty supervisor.

Reports should be written in a prosecution style narrative, using a witness list.

323.4.1 ELECTRONIC SIGNATURES

The Sand Springs Police Department has established an electronic signature procedure for use by all members of the Sand Springs Police Department. The Patrol Division Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature (12A O. S. § 15-101 et seq.):

(a) Members may only use their electronic signatures for official reports or other official communications.

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(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Non-felony criminal incidents involving threats or stalking behavior.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Abuse Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report. To comply with this provision, an officer may issue a Citizens Crime Report if it meets the criteria for this program (see 323.5.6).

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

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(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this department against any person (see the Use of Force Policy).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person.

(i) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY

Incidents involving City personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a City employee or on City property.

(b) There is damage to City property or equipment.

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323.6 CITIZEN'S CRIME REPORT (CCR)

1. Upon dispatch to a call, the officer will meet with the victim and ascertain if the complaint meets the criteria for a citizen's crime report.

2. The citizen's crime report may be issued in the following circumstances:
    a. The crime is a misdemeanor property crime
    b. The crime is not against a person
    c. The crime does not have a known suspect, which the victim wants to file charges on (will file)
    d. There is no evidence that needs to be collected

3. Examples of crimes that are eligible for this program are:
    a. Gas larceny (no suspects, evidence, or tag number)
    b. Petit larceny (no suspects or evidence)
    c. Petit larceny from a retailer (no suspects or evidence)
    d. Destruction of private property
    e. Lost property reports

4. If the complainant agrees to fill out the citizen's crime report form, instruct them that they may either mail the form or that they may call, and an officer will pick up the report from them.

5. When giving the citizen a copy of the report form, the cad number should be entered in the appropriate space.

6. The citizen should also be informed that they would be contacted if further information is needed to investigate the case.

7. If a citizen insists on the officer filing a report and will not utilize the citizen's crime report form, the officer will complete an offense report.

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323.7 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.7.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Clerk for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Clerk may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

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Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY

It is the policy of the Sand Springs Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

324.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

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(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137). A TFR will only be requested upon approval of the Chief of Police or a Division Commander.

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324.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Restricted information includes, but is not limited to:

(a) Identifying information pertaining to a juvenile arrestee, victim or witness without prior approval of a competent court or as otherwise allowed by law.

(b) Information concerning incidents involving persons whose identities are classified as private or confidential under state law (i.e., sex crime victims).

(c) Identifying information concerning deceased individuals.

1. Information may be released upon verification of the decedent's identity when notification has been made to the decedent's family, and the release is approved by a supervisor.

(d) Information contained in the personnel record of any member, unless otherwise specifically allowed by law.

(e) Criminal history information.

(f) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(g) Information pertaining to pending litigation involving this department.

(h) Information obtained in confidence.

(i) Any information that is otherwise privileged or restricted under state or federal law.

324.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon approval by the Chief of Police.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

All such requests must be processed in accordance with the Records Maintenance and Release Policy. Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Shift Supervisor or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Oklahoma Open Records Act) (51 O. S. § 24A.1 et seq.).

324.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public

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concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the PIO.

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

324.9 PRESS RELATIONS

Every member shall be polite and accomodating to the press within the limits of this policy. If requests or inquiries are made by the press, any member may:

a. Give a brief description of the type of activity (ie. vehicle collision, domestic violence call, police stand off, burglary etc.

b. Give a general location of the event or incident.

For requests or inquiries outside of this information, the press member should be referred to the PIO.

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Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Sand Springs Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Sand Springs Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Sand Springs Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Sand Springs Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current employment agreement.

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The Department will seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

The department may accept service of a civil subpeona and not require personal service upon the officer for appearance. The department will then contact the attorney who has requested the appearanace of the officer and make arrangements for the signing of a reimbursement agreenment and any costs associated with production of any related records. If the requesting attorney does not agree to the reimbursement agreement, the department may not agree to accept service of the subpeopna on behalf of the officer.

The reimbursement cost will be established in the City of Sand Springs fee schedule as approved by the City of Sand Springs City Council. If an officer is placed on call and not actually called in for appearance, no reimbursement will be charged to the attorney requesting the appearance.

325.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

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325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current employment agreement.

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Police Firing Range

326.1 POLICY

While the sand springs police department's firing range is for the utilization by sand springs police department officers, we recognize the need of other law enforcement agencies to use the facilities. This procedure sets out the rules and regulations for the use of the range by department officers and officers of other agencies. Failure to comply with this policy and the rules and regulations herein, could result in discipline for department personnel and expulsion from the range for outside personnel.

326.2 APPLIES TO

All sand springs police personnel

All outside law enforcement agencies

326.3 DEFINITIONS

Range Master - Officer in charge of all functions on the firing range. All decisions made by the range master are final, his authority is absolute. This this position shall be appointed by the Chief of Police.

Assistant Range Master - In the absence of the Range Master an assistant appointed by the Chief of Police will assume the duties of the Range Master.

Firearms Training Staff - A staff appointed by the range master who shall be responsible for training, coaching, and any other duties delegated by the Range Master.

Firearms Instructors - Any C.L.E.E.T. certified firearms instructor with current ranking.

Safety Officer - Appointed by the range master to supplement the training staff.

326.4 PROCEDURES

1.Authorized persons to use the firing range:

(a) Any Sand Springs police officer

(b) Any currently commissioned full-time law enforcement officer.

(c) Any other person/Group as authorized by the Chief of Police.

2.Use of firing range by Sand Springs police officers:

(a) (a) Sand Springs police officers may use the firing range facilities at anytime.Officers shall check with the range master or assistant range master to determine if any departmental function or outside function is scheduled.

(b) Sand Springs police officers may reserve a date for the firing range by contacting the Range Master or Assistant Range Master.

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(c) Sand Springs police officers wishing to gain access to the firing range and the range house shall check out a key and the alarm code from the on-duty dispatcher immediately upon finishing at the firing range, the officer shall return the key to the on-duty dispatcher.

(d) All firing range rules will be followed. Violations will result in the expulsion of the violator from the firing range and/or disciplinary action.

3.Use of the firing range by outside law enforcement agencies

(a) All outside law enforcement agencies must schedule with the range master or assistant range master prior to using the firing range facilities.

(b) A hold harmless agreement must be signed and on file with the range master or assistant range master prior to using the firing range.

(c) A C.L.E.E.T. certified firearms instructor, with current ranking, must be present at all outside agencies functions, or use of the firing range.

(d) The key to the firing range will be logged in/out to the outside law enforcement agency's firearms instructor by the on-duty dispatcher. Access to the range house, if needed, will be by sand springs police personnel only.

(e) Duplication of the firing range key, without consent of the range master, by out side law enforcement agency will result in that agency being banned from the firing range.

(f) Compensation for the use of the firing range facilities, equipment, and personnel, may be required and will be agreed upon prior to the use of the range.

(g) All documents pertaining to the use of the Sand Springs police department firing range will be maintained on file in the Range Master's office

4.Sand Springs police department range rules

The following range rules will be adhered to. Violation of these rules will result in disciplinary action up to and including, expulsion from the firing range.

(a) No horse play will be allowed anywhere on the firing range.

(a) All firearms will be unloaded before entering the range area. Weapons will be inspected by a member of the firearms training staff before firing.

(b) Dry firing behind the firing line is strictly prohibited, except with the permission of the Range Master in a designated area.

(c) Officers not on the firing line will not speak to anyone on the firing line except to call attention to an immediate safety hazard. Conversation behind the firing line will be kept to an absolute minimum.

(d) If spoken to while on the firing line, officers will listen attentively, but keep facing down range.

(e) In case of misfire, the officer will immediately cease firing and notify a range safety officer by raising his/her hand, keep the weapon pointed down range.

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(f) In case of a malfunction, the officer will immediately cease firing and notify a range safety officer by raising his/her hand, keeping the weapon pointed down range.

(g) Never lay down a firearm without unloading it and making it safe.

(h) Never pick up a weapon without immediately determining if it is loaded.

(i) Use of tobacco, food, or beverages, within the perimeter of the firing range is prohibited.

(j) All trash and spent brass shall be picked up and placed into the proper dumpster or brass can. All equipment, barricades, targets frames, etc. Are to be placed in the proper storage area. No one will be allowed to leave the range area until inspected by the Range Master or his designee.

(k) If a weapon is dropped or damaged, it will be immediately brought to the attention of the Range Master for inspection before being fired. All weapons will be inspected for barrel obstructions.

(l) All weapons will remain holstered when behind the firing line.

(m) When drawing the weapon, the trigger finger will not be inserted into the trigger guard until the weapon has cleared the holster and is pointed down range.

(n) No one will proceed from the firing line to the targets until all firearms are unloaded and/or holstered. The command to go forward will be given by the Range Master. Do not handle any firearms when someone is down range.

(o) All shooters and other personnel will wear eye and ear protection while on the firing line.

(p) Upon hearing anyone shout, "cease fire", everyone will repeat the command loudly and immediately holster their weapon. It is the responsibility of everyone who observes any condition, which is hazardous to give the cease fire command.

(q) During any course of fire, if a round should fall out of reach, officers shall not step in front of the firing line to retrieve it. Let the round remain on the ground until the command to go forward is given.

(r) When transferring a revolver, the cylinder will be open, the weapon unloaded, then presented grip first to the person receiving the weapon.

(s) When transferring a semi-automatic, the magazine shall be removed, the chamber unloaded with the action locked open, and presented grip first.

(t) When carrying or transferring a shotgun or rifle, the weapon will be unloaded with the action open, safety on and the weapon will be held in the port-arms position.

(u) When loading or unloading any weapon, all fingers will remain off the trigger and the weapon will be pointed down range in a safe direction.

(v) No alcoholic beverage will be allowed on the range. No one who has recently consumed alcoholic beverages will be allowed on the range.

(w) It is the duty of the shooter to notify the Range Master before firing any weapon, of any physical or mental impairment which might prevent the shooter from carrying out safety rules or instruction

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(a) Only approved targets are allowed to be used. No cans are allowed.

(b) All shooters will refrain from shooting the wood protective wall. No targets will be hung on or about the wall.

(c) An authorized firearms instructor must be present at the firing range while in use by outside law enforcement agencies.

(d) Do not shoot at a target that has turned to the edged position.

(e) Any injury sustained at the firing range, no matter how minor, will be immediately reported to the Range Master.

(f) Absolutely no skip shooting off the range.

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Reserve Officers

327.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Sand Springs Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

This policy meets statutory requirements requiring the adoption of a supervision of part-time officers policy pursuant to 11 O.S. § 34-107.

327.1.1 DEFINITION

Definitions related to this policy include (OAC 390:20-1-2):

Reserve officer - A part-time peace officer, regardless of compensation, who is appointed to work not more than 140 hours per month with the same powers, duties and functions as regular full-time peace officers.

327.2 POLICY

The Sand Springs Police Department shall ensure that reserve officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION

The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment (OAC 390:20-1-2).

Reserve officers must have served for at least 20 years in law enforcement with at least the last 10 years of service being with the Sand Springs Police Department.

Applicants for Reserve Officer positions may concurrently hold other offices within the City of Sand Springs as allowed for by 11O.S. 11-8-106 under the authority granted to the Chief of Police by Ordinance 2.72.020

327.3.1 APPOINTMENT

Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

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327.4 IDENTIFICATION AND UNIFORMS

Reserve officers will be issued Sand Springs Police Department uniforms, badges and identification cards/Commission Cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards/Commission Cards will be the standard Sand Springs Police Department identification cards/Commission Cards, with the exception that "Reserve" will be indicated on the cards.

327.5 AUTHORITY

Reserve officers shall perform peace officer duties within the scope of their approved training (11 O. S. § 34-101; 19 O. S. § 547).

Reserve officers:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this department.

(b) Shall not exercise peace officer duties when off-duty.

327.6 COMPENSATION

Compensation for reserve officers is provided as follows:

(a) Reserve officers shall not work more than 140 hours per month unless authorized by 11 O. S. § 34-101 or 19 O. S. § 547.

(b) Reserve officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.

(c) Reserve officers are volunteers and receive no additional compensation (OAC 390:20-1-2).

327.7 PERSONNEL WORKING AS RESERVE OFFICERS

Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

327.8 COMPLIANCE

Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.

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Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

327.9 FIREARMS

Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Sand Springs Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

327.9.1 CONCEALED FIREARMS

A reserve officer shall not carry a concealed firearm while in an off-duty capacity, other than to and from work, unless he/she possesses a valid license to carry a handgun or as authorized by the Chief of Police pursuant to 21 O.S. § 1289.23.

The Department shall maintain and provide to the Council on Law Enforcement Education and Training (CLEET) a current list of any reserve officers authorized to carry a certified weapon while off-duty. Any change to the list shall be made in writing and mailed to CLEET within five days.

While carrying a concealed firearm and not wearing a department uniform, the reserve officer shall carry his/her official Sand Springs Police Department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times (21 O.S. § 1289.23).

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate his/her proficiency with the weapon.

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327.10 RESERVE COORDINATOR

The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Assigning reserve officers.

(b) Conducting reserve officer meetings.

(c) Establishing and maintaining a reserve officer call out roster.

(d) Maintaining and ensuring performance evaluations are completed.

(e) Monitoring the field training progress of reserve officers.

(f) Monitoring individual reserve officer performance.

(g) Monitoring overall reserve officer activities.

(h) Maintaining a liaison with other agency reserve coordinators.

327.11 FIELD TRAINING

All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy.

327.12 SUPERVISION

Reserve officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge. Reserve officers shall never supervise a regular full-time officer.

327.12.1 EVALUATIONS

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

327.12.2 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

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Outside Agency Assistance

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

328.2 POLICY

It is the policy of the Sand Springs Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

328.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor's office for approval. In some instances, a memorandum of understanding, specialized agreement or other established protocol may exist that eliminates the need for approval of individual requests (11 O.S. § 34-103; 19 O.S. § 547; 63 O.S. § 695.2 et seq.).

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

328.3.1 POWERS AND DUTIES

Peace officers serving in response to an emergency request shall have the same powers and duties as peace officers employed by the requesting law enforcement agency (11 O.S. § 34-103; 19 O.S. § 547.

328.3.2 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Sand Springs Police Department shall notify his/her supervisor or the Shift Supervisor and Communications as soon as practicable.

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This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

328.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

328.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

328.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Division Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the equipment and supplies.
2. The members trained in the use of the equipment and supplies.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Communications and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Supervisor should maintain documentation that the appropriate members have received the required training.

328.7 REQUESTING NATIONAL GUARD ASSISTANCE

Any request for assistance from the Oklahoma National Guard or federal troops shall be made to the governor of the State of Oklahoma. Any request will be solely at the direction of the Chief of Police.

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Registered Offender Information

329.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Sand Springs Police Department will address issues associated with certain offenders who are residing in the jurisdiction, and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders and violent offenders.

329.2 POLICY

It is the policy of the Sand Springs Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

329.3 REGISTRATION

The Detective Division supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Oklahoma Department of Corrections (DOC) within three days in accordance with 57 O.S. § 584 and 57 O.S. § 595.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

329.3.1 CONTENTS OF REGISTRATION

Members shall use forms approved by the DOC during the offender registration process and ensure that the required notices are provided and appropriately explained. Offenders shall be required to read and sign a form stating that their duty to register has been explained (57 O.S. § 583; 57 O.S. § 595).

a) Sex Offender Registration Form (contains duty to register notification)

b) Sex Offender Address Verification Form

c) Violent Offender Registration Form

d) Violent Offender Duty to Register Notification

e) Registration Grievance Form

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A sex offense registrant shall be photographed if an existing DOC sex offender registry photograph is more than one year old or if it cannot be determined when the registry photograph was taken (57 O.S. § 584). A violent crime registrant should be photographed annually (57 O.S. § 595).

329.4 MONITORING OF REGISTERED OFFENDERS

The Detective Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the Oklahoma Sex Offender Registry and Violent Crime Offender Registry websites.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the DOC.

The Detective Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Sand Springs Police Department members, including timely updates regarding new or relocated registrants.

329.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made (57 O.S. § 584; 57 O.S. § 596).

Members of the public requesting information on registrants should be directed to the Oklahoma Sex Offender Registry website, Violent Crime Offender Registry website or the Sand Springs Police Department website (57 O.S. § 599.1).

The Services Supervisor shall release local registered offender information to residents in accordance with 57 O.S. § 584 and 57 O.S. § 595, and in compliance with an Oklahoma's Open Records Act request.

329.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

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(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

329.5.2 DISSEMINATION

The Chief of Police may initiate public notification by any method deemed appropriate after a habitual or aggravated sex offender or a habitual violent crime offender has registered with the Sand Springs Police Department (57 O.S. § 584; 57 O.S. § 595).

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Major Incident Notification

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Sand Springs Police Department in determining when, how and to whom notification of major incidents should be made.

330.2 POLICY

The Sand Springs Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

330.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Division Commander and the City. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At-risk missing children or at-risk missing adults
- In-custody deaths
- Aircraft, train, boat or other transportation collisions with major damage and/or injury or death
- Traffic collisions with fatalities or severe injuries
- Death of a prominent Sand Springs official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Sand Springs official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention

330.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.

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Notification should be made by using the call notification protocol posted in Communications.

If circumstances dictate, the supervisor may delegate the notification responsibilities to communications or another member.

330.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the affected Division Commader shall also notify the Deputy Chief of Police and the Chief of Police.

330.4.2 DETECTIVE NOTIFICATION

If the incident requires a detective's assistance, the on-call detective will be notified. If the on-call detective cannot be located, the Detective Division Commader shall be called.

330.4.3 MAIT NOTIFICATION

In the event of a major injury or traffic fatality, the on duty supervisor shall be notified, who will then have communications call out the Major Accident Investigation Team.

330.4.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

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Death Investigation

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

331.2 POLICY

It is the policy of the Sand Springs Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

331.3 INVESTIGATION CONSIDERATIONS

The responding officer shall contact emergency medical services in all suspected death cases unless death is obvious (e. g., decapitated, decomposed or lividity)

The responding officer will obtain as much information possible and contact the Medical Examiner. The officer will confirm the Medical Examiners decision to respond or not respond.

The responding officer will contact the on call Detective and relay all of this information and the Medical Examiners decision to respond or not respond.

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Detectives Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

331.3.1 REPORTING

All incidents involving a death shall be documented in the appropriate report.

331.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (63 O.S. § 938):

(a) Violent deaths, whether apparently homicidal, suicidal or accidental

(b) Deaths under suspicious, unusual or unnatural circumstances

(c) Deaths related to disease that might constitute a threat to public health

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(d) Deaths unattended by a licensed physician for a fatal or potentially fatal illness

(e) Deaths that are medically unexpected and that occur in the course of a therapeutic procedure

(f) Deaths of any persons detained or occurring in custody of penal incarceration

(g) Deaths of persons whose bodies are to be cremated, transported out of the state, donated to educational entities, to include limited portions of the body, or otherwise made ultimately unavailable for pathological study

331.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Medical Examiner or his/her assistant shall be promptly notified.

(c) The Medical Examiner, with the permission of the Department, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Medical Examiner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the associated report.

331.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Detective Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor andDetective Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

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The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

331.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

331.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

331.4.1 IDENTIFYING MISSING OR PREVIOUSLY UNIDENTIFIED DEAD BODY

When a dead body previously reported missing has been found or when a previously reported unidentified dead body has been identified, the Department shall report to the National Missing and Unidentified Persons System (NamUs) within 24 hours that the person has been found and that the case can be archived within NamUs (74 O.S. § 151.3).

331.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

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Identity Theft

332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

332.2 POLICY

It is the policy of the Sand Springs Police Department to effectively investigate cases of identity theft.

332.3 ACCEPTANCE OF REPORTS

A report shall be taken any time a person living within the jurisdiction of the Sand Springs Police Department reports that he/she has been a victim of identity theft. This includes (21 O.S. § 1533.3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Encourage the individual to review the material, and assist with any questions.

(c) When requested, provide the victim with a copy of the report.

- Identity Theft Recovery Booklet
- Identity Theft Affidavit
- Identity Theft Passport

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Sand Springs to facilitate the crime).

332.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.

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Citizen's Arrest

333.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a Citizen's arrest.

333.2 POLICY

It is the policy of the Sand Springs Police Department to accept a citizen's arrest only when legal and appropriate.

333.3 ARRESTS BY PRIVATE PERSON

A private person (Citizen) may arrest another under the following circumstances:

(a) Breach of the peace (21 O.S. § 55-1362)

(b) A public offense committed or attempted in the presence of the private person (22 O.S. § 202)

(c) When the person arrested has committed a felony although not in the presence of the private person (22 O.S. § 202)

(d) When a felony has been committed, and the private person has reasonable cause to believe the person arrested committed the felony (22 O.S. § 202)

(e) Without a warrant, upon reasonable information that the person stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (22 O.S. § 1141.14)

(f) When directed by a magistrate by a verbal or written order (22 O.S. § 201)

333.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a citizen's arrest should determine whether such an arrest is lawful.

If the officer determines that the citizen's arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a citizen's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

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333.5 CITIZEN'S ARREST FORM

The arresting person should be asked to complete and sign a citizen's arrest form. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the citizen's arrest, to take the individual into custody and determines an arrest is appropriate. A municipal complaint should also be completed if appropriate.

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Limited English Proficiency Services

334.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

334.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Sand Springs Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

334.2 POLICY

It is the policy of the Sand Springs Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

334.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Sand Springs Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members access to LEP services , including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and Services Supervisor. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

334.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department or a particular geographic area.

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(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

334.5 TYPES OF LEP ASSISTANCE AVAILABLE

Sand Springs Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards , when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

334.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

334.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

334.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

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334.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

334.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

334.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

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Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

334.10 CONTACT AND REPORTING

Although all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source, by utilizing the Limited English Proficient Reporting Form located in the LEP guide .

334.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Sand Springs Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

334.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Communications, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

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Although 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

334.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

334.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual’s bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

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334.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

334.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

334.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

334.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

334.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including

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how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Supervisor shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Supervisor shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

334.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Supervisor shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Communications with Persons with Disabilities

335.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

335.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should have a valid certification of competency pursuant to 63 O.S. § 2408.

335.2 POLICY

It is the policy of the Sand Springs Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

335.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the City ADA coordinator regarding the Sand Springs Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures or recommending modifications to this policy.

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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor and Services Supervisor. The list should include information regarding:

1. Contact information.
2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

335.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

335.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

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Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and qualified interpreter services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Sand Springs Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

335.6 TYPES OF ASSISTANCE AVAILABLE

Sand Springs Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

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335.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

335.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department- approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

335.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). TTY based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. To use this feature dial 711 to be automatically connected to a TRS communications assistant, who will complete the call and offer assistance.

Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

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The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

335.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

335.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

335.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

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335.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

335.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speech read by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

335.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed

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without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

335.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable. The individual with speech or hearing disabilities shall have the right to determine which type of qualified legal interpreter best fits his/her needs (63 O.S. § 2410).

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

335.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

335.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

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335.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Supervisor shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Supervisor shall maintain records of all training provided and will retain a copy in each member's training file in accordance with the established records retention schedule.

335.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Communications members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.

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Vehicle Abatement Orders

336.1 POLICY

The Sand Springs Police Department will assist Neighborhood Inspection officers by standing by and keeping the peace during the removal of abandoned or junked vehicles that have been found to be a nuisance pursuant to City Code.

336.2 SUMMARY

Procedures for assisting Code Enforcement officers.

336.3 DEFINITIONS

PRIVACY INTEREST – when the vehicle is in the backyard surrounded by a fence that is attached to a residence, or when a portion of a vehicle is in a garage.

336.4 OFFICERS RESPONSIBILITES

When radio assigned, officers will assist Code Enforcement officers in the removal of the junked or abandoned vehicle by standing by, keeping the peace and filing tow slips for the removal of the vehicle when needed.

If the owner or tenant resists removal, officers will contact a supervisor.

Supervisors may attempt to obtain consent. If supervisors believe the risk to personal safety outweighs the need to remove the vehicle they may decline to assist Code Enforcement officers in removal of the vehicle.

336.5 REGULATIONS

An Order Of Abatement shall only be served during daylight hours.

Officers shall not assist in the removal of a junked vehicle from private property where the owner has established a privacy interest or its removal would damage private property, unless all persons who have an interest in the property consent. Officers shall not assist in the removal when there is a risk to personal safety.

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Property Recovery from Pawn Shops

337.1 POLICY

When lost, stolen or embezzled property is located in a pawnshop, the officer discovering the property shall place a Written Hold Order on the property. The Written Hold Order shall remain in effect for 30 days allowing for further investigation (59 O.S. § 1508).

When officers place a Written Hold Order on property located in a pawnshop, they will notify the Detective Division in writing before the end of the shift. If the property was reported lost, stolen or embezzled locally and an incident number is available through the Records Section, a supplemental report shall be made to the original incident number. If the property was reported stolen outside of Sand Springs and was confirmed through Teletype, the officer shall complete an original Incident Report with the crime type listed as false declaration (of ownership).

A detective shall follow-up and recover the property from the pawn shop when necessary.The detective assigned the case where the property originated from will be responsible for the disposition of the property.

337.2 SUMMARY

Procedures for stolen or embezzled property that has been located at a pawnshop.

337.3 DEFINITIONS

OCA – incident number listed by the ORI on the NCIC entry.

ORI – the originating agency listed on an NCIC hit.

WRITTEN HOLD ORDER – written notification to a pawnbroker (required by Oklahoma State Statutes) to hold the described property for a period not to exceed 30 days.

PAWN EXTENSION – written notification to a pawnbroker (required by Oklahoma State Statutes) to extend the hold on the described property for a period not to exceed an additional 30 days.

CONSENT TO CONFISCATE – written release voluntarily relinquishing property from the pawnshop to police custody.

337.4 OFFICER RESPONSIBILITIES

When assigned to a pawnshop where the complainant believes they have located property reported lost, stolen, or embezzled, the officer shall determine if there is probable cause to believe the property matches that listed on the Incident Report or NCIC entry.

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If probable cause is present, place a Written Hold Order on the property. This may be accomplished by a Written Hold Order form or a hand written Statement of Witness form. The expiration of the hold shall be 30-days from the date of the order(59 O.S. § 1508).

Include on the Written Hold Order the following information:

(a) Signature of the pawnbroker or his designee.

(b) Name, title, and badge number of the police officer placing the hold order.

(c) Address of the Sand Springs Police Department and the incident (OCA) number.

(d) Name of the agency reporting the property stolen or embezzled.

(e) Mailing address of the pawnshop where the property is held.

(f) Expiration date of the holding period.

(g) Complete description of the property to be held, including the model number, serial number, and pawn transaction number.

When discovering property that was reported stolen locally complete a supplemental Incident Report and attach the signed Written Hold Order , include in the supplemental:

(a) Victim's name.

(b) Incident Number.

(c) Identifying characteristics.

(d) Description of the property, pawn transaction number, date of pawn, and the name of the employee that completed the transaction.

When recovering property reported stolen to an outside agency, complete an original Incident Report and attach the signed Written Hold Order . The crime type shall be listed as false declaration (of ownership). Include:

(a) Description of the property.

(b) Pawn transaction number.

(c) Date of pawn.

(d) Name of the employee completing the transaction.

(e) Identifying characteristics.

(f) ORI.

(g) OCA.

337.5 DETECTIVE RESPONSIBILITIES

When assigned a case involving lost, stolen, or embezzled property where an officer has initiated a pawn hold, verify the expiration date of the Written Hold Order .

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If notified of lost, stolen, or embezzled property being located in a pawn shop in an assigned case, follow the same procedure as the officer, for placing the Written Hold Order .

Assure written extensions of that order are renewed as necessary with the pawnbroker prior to the 30-day expiration of each order.

Obtain a copy of the pawn ticket with the signed declaration.

Attempt to contact the victim and get positive identification of the property being held.

When the investigation is completed, forward a Property Referral Form to the Victim/Witness Center, who shall monitor the property and arrange for a Proprietary Interest Hearing.

Complete a Supplemental Report listing the victim, incident number, and description of recovered property.

Notify dispatch to remove the item from NCIC.

337.6 DETECTIVE RESPONSIBILITIES - OUTSIDE PROPERTY LOCATED

When notified of property reported as lost, stolen, or embezzled to another agency is located in a local pawnshop, place or verify a Written Hold Order .

Ensure that extensions of the Written Hold Order are renewed as necessary.

Send a teletype to the reporting agency advising of the Hold Order and request a copy of the agency’s Incident report listing the property as stolen.

If there is not a response to the first notification before the first 30-day hold expires, extend the hold. Send a second teletype advising the agency when the hold will expire and NCIC protocols. If there is no response before the second

hold expires, release the hold.

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Complete the investigation, and then forward a Property Referral Form to the Victim/Witness Center for a Proprietary Interest Hearing to be scheduled.The Victim/Witness Center shall assist the victim or agency in recovering the

property.

337.7 REGULATIONS

Oklahoma State Statute dictates that a Written Hold Order shall be in effect for a period not to exceed 30 days and shall contain the following information(59 O.S. § 1508):

(a) Signature of the pawnbroker or his designee.

(b) Name, title, and badge number of the police officer placing the hold order.

(c) Address of the Sand Springs Police Department and the incident (OCA) number.

(d) Name of the agency reporting the property lost, stolen or embezzled.

(e) Mailing address of the pawnshop where the property is held.

(f) Expiration date of the holding period.

(g) Complete description of the property to be held, including the model number, serial number, and the name of the employee completing the transaction as well as the pawn transaction numbers.

Detectives, when receiving a notification of property reported as lost, stolen or embezzled to a case they are assigned, shall follow the same procedures as officers for placing the Written Hold Order .

Pawnshop holds shall only be lifted by detectives and done in writing.

Detectives shall follow-up and recover the property from the pawnshop when necessary.

If not extended by a detective, pawnshop holds expire in 30 days.

Detectives shall release property located in pawnshops in accordance with Oklahoma State Statutes regarding disposition of recovered property.

Disposition of lost, stolen or embezzled property turned in to the Property Room shall be made through the judicial process.

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Chaplains

338.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Sand Springs Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

338.2 POLICY

The Sand Springs Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

338.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.

(b) Managing his/her household, family and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful counseling experience.

(f) Possession of a valid driver license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

338.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass, the pre-employment procedures listed in 338.4.2 before appointment.

338.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

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338.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Chief of Police and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

338.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Sand Springs Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Sand Springs Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

338.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration Division Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.

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The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain call-out roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

338.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Patrol Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person’s intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Sand Springs Police Department.

338.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

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338.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.

(b) Generally, each chaplain will serve with Sand Springs Police Department personnel a minimum of eight hours per month.

(c) At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Chief of Police or the authorized designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe Sand Springs Police Department operations, provided the Shift Supervisor has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(h) Chaplains shall serve only within the jurisdiction of the Sand Springs Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

338.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

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338.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Shift Supervisor or supervisor believes the chaplain could assist in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Training others to enhance the effectiveness of the Department.

338.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Assisting the community when they request representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

338.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

338.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Sand Springs Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall

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inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Sand Springs Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

338.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Supervisor, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Officer injury or death
- Sensitivity and diversity

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Public Safety Video Surveillance System

339.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

339.2 POLICY

The Sand Springs Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

339.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

339.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

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(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor's office and Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Supervisor or trained Communications personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention of anything documented by public safety surveillance equipment is prohibited.

339.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

339.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

339.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members follow department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

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339.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

339.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

339.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

339.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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339.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Sand Springs Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

339.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

339.8 TRAINING

All department members authorized to operate or access public safety video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

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Child and Dependent Adult Safety

340.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

340.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Sand Springs Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

340.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

340.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

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Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Human Services, if appropriate.

(e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

340.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

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340.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

340.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

- DVIS Information
- Safeline Information
- Parental Rights Information
- Victims Rights Information
- VINE notification Information

340.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

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Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

340.5 TRAINING

The Training Supervisor is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

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Service Animals

341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

341.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

341.2 POLICY

It is the policy of the Sand Springs Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

341.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

341.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Sand Springs Police Department affords to all members of the public (28 CFR 35.136).

341.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

341.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

341.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

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341.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteers

342.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Sand Springs Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

342.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post, among others.

342.2 POLICY

The Sand Springs Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

342.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Being at least 18 years of age.

(b) Possession of a valid driver license if the position requires vehicle operation.

(c) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.

(d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(e) No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

(f) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.

(g) Ability to meet physical requirements reasonably appropriate to the assignment.

(h) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

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342.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

342.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested department members to the volunteer coordinator through the requester's immediate supervisor. A complete description of the volunteer's duties and a requested time frame should be included in the request. All department members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The volunteer coordinator may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

342.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application .

(b) Interview with the volunteer coordinator.

(c) Successfully complete an appropriate-level background investigation.

342.4.3 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement . Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

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342.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by officers or other members of this department through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued Sand Springs Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Sand Springs Police Department identification cards, except that "Volunteer" will be indicated on the cards.

342.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular department personnel, when authorized, may also serve as volunteers. However, this department shall not utilize the services of volunteers in such a way that it would violate employment laws or employment agreements (e.g., a detention officer participating as a volunteer for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a volunteer capacity (29 CFR 553.30).

342.7 VOLUNTEER COORDINATOR

The volunteer coordinator shall be appointed by and directly responsible to the Administration Division Commander or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Chief of Police or the authorized designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified volunteers.

(b) Conducting volunteer meetings.

(c) Establishing and maintaining a volunteer call-out roster.

(d) Maintaining records for each volunteer.

(e) Tracking and evaluating the contribution of volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

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(i) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

342.8 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Assignments of volunteers will usually be to augment the Patrol Division, but volunteers may be assigned to other areas within the Department as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

342.8.1 COMPLIANCE

Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

342.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

342.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, officers or other full-time members of the Department. They shall always represent themselves as volunteers.

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All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

342.9.1 VOLUNTEER TRAINING MATERIALS

Each new volunteer will be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Sand Springs Police Department. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

342.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Sand Springs Police Department.

342.10.1 EVALUATIONS

While in training, volunteers should be continuously evaluated using standardized daily and weekly observation reports. A volunteer will be considered a trainee until he/she has satisfactorily completed training. Volunteers who have completed their training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that volunteer.

342.10.2 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

(a) Driver license.

(b) Medical condition.

(c) Arrests.

(d) Criminal investigations.

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(e) All law enforcement contacts.

342.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Oklahoma State Bureau of Investigation (OSBI) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

342.11.1 RADIO AND MOBILE DATA COMPUTER USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Computers and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

342.12 EQUIPMENT

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

342.12.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing and department-approved driver safety course.

(b) Verification that the volunteer possesses a valid driver license.

(c) Verification that the volunteer carries current vehicle insurance.

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The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate department vehicles while using the vehicle's emergency equipment (e.g., emergency lights siren).

342.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

342.13.1 EXIT INTERVIEWS

The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer’s suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

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Native American Graves Protection and Repatriation

343.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001).

343.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

343.2 POLICY

It is the policy of the Sand Springs Police Department that the protection of Native American human remains, funerary objects, sacred objects or objects of cultural patrimony on federal lands is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

343.3 COMPLIANCE WITH NAGPRA

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4(d)):

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- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Appropriate Medical Examiner and the State Archeologist and the State Historic Preservation Officer within 15 days when appropriate (21 O.S. § 1168.4). Before releasing control of the scene, officers shall confirm who will be making this notification.
- Tribal land - Responsible Indian tribal official
- Private land - The landowner and the Chief Medical Examiner (21 O.S. § 1168.4)

343.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Off-Duty Law Enforcement Actions

344.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Sand Springs Police Department with respect to taking law enforcement action while off-duty.

344.2 POLICY

It is the policy of the Sand Springs Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

344.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action unless they are in uniform at a public function. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding peace officers.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

An off-duty officer in official uniform in attendance at a public function, event or assemblage of people has the same powers and obligations as when he/she is on-duty (22 O.S. § 37.1).

344.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Sand Springs Police Department until acknowledged. Official identification should also be displayed when possible.

344.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

344.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

344.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

344.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty. The Shift Supervisor may send a supervisor to the location. The supervisor may request assistance from the Internal Affairs Unit, if deemed appropriate.

The Shift Supervisor shall determine whether a crime report or an administrative report should be completed by the involved officer.

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Community Relations

345.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

345.2 POLICY

It is the policy of the Sand Springs Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

345.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Communications of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Communications of their location and status during the foot patrol.

345.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

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(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Patrol Division Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending City council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

345.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

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345.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

345.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

345.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Alongs Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make

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a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

345.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

345.10 COMMUNITY ADVISORY COMMITTEE

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

(a) Provide a public forum for gathering information about public safety concerns in the community.

(b) Work with the Department to develop strategies to solve public safety problems.

(c) Generate plans for improving the relationship between the Department and the community.

(d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Supervisor should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

345.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

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345.11 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

345.12 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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Arrests and Investigations of Indians within the Muscogee (Creek) Nation Reservation

346.1 POLICY STATEMENT

The McGirt v. Oklahoma decision by the United States Supreme Court created a situation for all law enforcement in Eastern Oklahoma that confirmed that the Muscogee (Creek) Nation is still a reservation, and that acts committed in violation of the Major Crimes Act by Indians on Indian land. The fact that a suspect or victim is a member of one of the 573 federally recognized Indian tribes brings this policy into effect regarding crimes within our jurisdiction that are also within the confines of the Muscogee (Creek) Nation.

It shall also be the policy of the Sand Springs Police Department to enforce the municipal ordinances of the City of Sand Springs upon all people, regardless of tribal affiliation or membership. This is done so under the rights of the City established by the Curtis Act - U.S. 30 Stat.495 (Pub. L. 55-517). This was reaffirmed by recent court decisions by the Tulsa Municipal Court (court of Record) and by the Okmulgee District Court case Nicholson et al. vs Stitt et al. (CJ-2020-094).

346.2 DEFINITION

"" means any person who would be subject to the jurisdiction of the United States as an Indian under section 1153, title 18, United States Code, if that person were to commit an offense listed in that section in Indian country to which that section applies.

"Recognized Tribe" means a member of one of the 574 federally recognized Indian tribes. See this link for a list of the federally recognized Tribes

"Major Crimes Act (MCA)" means the following:

- Murder
- Manslaughter
- Kidnapping
- Maiming
- A felony under chapter 109 A

(a) Aggravated Sexual Abuse

(a) By Force or Threat.—Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, or in any prison, institution, or facility in which persons are held in custody by direction of or pursuant to a contract or agreement with the head of any Federal department or agency, knowingly causes another person to engage in a sexual act

1. By using force against that other person; or

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2. By threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping; or attempts to do so, shall be fined under this title, imprisoned for any term of years or life, or both.

(b) By Other Means.—Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, or in any prison, institution, or facility in which persons are held in custody by direction of or pursuant to a contract or agreement with the head of any Federal department or agency, knowingly—

1. Renders another person unconscious and thereby engages in a sexual act with that other person; or

2. Administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—

a. Substantially impairs the ability of that other person to appraise or control conduct; and

b. Engages in a sexual act with that other person; or attempts to do so, shall be fined under this title, imprisoned for any term of years or life, or both.

(c) With Children.—

Whoever crosses a State line with intent to engage in a sexual act with a person who has not attained the age of 12 years, or in the special maritime and territorial jurisdiction of the United States or in a Federal prison, or in any prison, institution, or facility in which persons are held in custody by direction of or pursuant to a contract or agreement with the head of any Federal department or agency, knowingly engages in a sexual act with another person who has not attained the age of 12 years, or knowingly engages in a sexual act under the circumstances described in subsections (a) and (b) with another person who has attained the age of 12 years but has not attained the age of 16 years (and is at least 4 years younger than the person so engaging), or attempts to do so, shall be fined under this title and imprisoned for not less than 30 years or for life. If the defendant has previously been convicted of another Federal offense under this subsection, or of a State offense that would have been an offense under either such provision had the offense occurred in a Federal prison, unless the death penalty is imposed, the defendant shall be sentenced to life in prison.

(d) State of Mind Proof Requirement.—

In a prosecution under subsection (c) of this section, the Government need not prove that the defendant knew that the other person engaging in the sexual act had not attained the age of 12 years.

- Incest
- A felony under chapter 113

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1. Assault with intent to commit murder or a violation of section 2241 or 2242, by a fine under this title, imprisonment for not more than 20 years, or both.

2. Assault with intent to commit any felony, except murder or a violation of section 2241 or 2242, by a fine under this title or imprisonment for not more than ten years, or both.

3. Assault with a dangerous weapon, with intent to do bodily harm, by a fine under this title or imprisonment for not more than ten years, or both.

4. Assault by striking, beating, or wounding, by a fine under this title or imprisonment for not more than 1 year, or both.

5. Simple assault, by a fine under this title or imprisonment for not more than six months, or both, or if the victim of the assault is an individual who has not attained the age of 16 years, by fine under this title or imprisonment for not more than 1 year, or both.

6. Assault resulting in serious bodily injury, by a fine under this title or imprisonment for not more than ten years, or both.

7. Assault resulting in substantial bodily injury to a spouse or intimate partner, a dating partner, or an individual who has not attained the age of 16 years, by a fine under this title or imprisonment for not more than 5 years, or both.

8. Assault of a spouse, intimate partner, or dating partner by strangling, suffocating, or attempting to strangle or suffocate, by a fine under this title, imprisonment for not more than 10 years, or both.

- Felony child abuse or neglect
- Arson
- Burglary
- Robbery, and
- A felony under 661 of this title

(a) Whoever, within the special maritime and territorial jurisdiction of the United States, takes and carries away, with intent to steal or purloin, any personal property of another shall be punished as follows:

(b) If the property taken is of a value exceeding $1,000, or is taken from the person of another, by a fine under this title, or imprisonment for not more than five years, or both; in all other cases, by a fine under this title or by imprisonment not more than one year, or both.

(c) If the property stolen consists of any evidence of debt, or other written instrument, the amount of money due thereon, or secured to be paid thereby and remaining unsatisfied, or which in any contingency might be collected thereon, or the value of the property the title to which is shown thereby, or the sum which might be recovered in the absence thereof, shall be the value of the property stolen.

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346.3 PROCEDURES FOR CRIMES INVOLVING INDIANS

When responding to all calls for service, you will:

1. Stabilize the situation
2. Determine if you are on land considered a reservation. (See 346.4)
3. Determine if the suspect and/or victim are Indian (See 346.5)
4. Determine the crime and appropriate jurisdiction of the case (See 346.6 and 346.7)
5. If you need to interview a suspect in the case, see 346. 8.
6. If you need to obtain a search warrant, follow the directions under 346.9
7. If you need to get further direction, contact the appropriate agency by calling the numbers available in 346.10

346.4 DETERMINE RESERVATION STATUS OF THE LOCATION OF THE CRIME

1. Crimes in the city limits of Sand Springs in Osage County - The SSPD has regular jurisdiction with the case to be filed with the State or City regardless of Indian status, proceed with the case as normal.
2. Crimes in the city limits of Sand Springs in Tulsa County -Follow the procedures herein listed below.
3. You may verify Indian Country status by going to http://mcngis.com/ or call to confirm the reservation status of the address.

346.5 DETERMINE IF THE SUSPECT AND/OR VICTIM ARE INDIAN WHEN YOU ARE IN THE MCN RESERVATION

1. If neither the suspect nor victim are Indian,SSPD has regular jurisdiction.
2. If the suspect and/or victim has a Certificate of Indian Blood (White in color) or Tribal Membership Card (Blue in color) they meet the definition of being Indian. If they have any other indicators such as paperwork, tribal tag or other documents, treat them as if they are Indian. The officer should also try to confirm the tribal status through the tribe that the person claims affiliation with.
3. If the person states they are Indian, but there is no evidence of such, The officer should also try to confirm the tribal status through the tribe that the person claims affiliation with. If no confirmation can be made, treat them as non-Indian. (Document this issue in your report)
    - The person may later show evidence that they are Indian, and the case may be moved from one court to another.
4. If either the suspect or the victim are Indian, continue with your investigation and follow the procedures below.

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346.6 DETERMINE THE CRIME AND APPROPRIATE AGENCY TO HANDLE THE CASE.

1. VICTIMLESS CRIMES (e.g., drugs, DUI, traffic, guns, etc.):
   (a) If the suspect is non-Indian, the SSPD has regular jurisdiction. Proceed with the case as you would normally.
   (b) If the suspect is Indian and the case is a misdemeanor you may:
      (a) Issue a citation to the person for MunicipalCourt.
      (b) Arrest the person and book them into SSPD Lock Up Facility.
      (c) Arrest the person and book them at David L. Moss. (See procedures below in 346.10).
   (c) If the suspect is Indian and the case is a felony, contact FBI Task Force Officer (TFO) for direction in the case. The TFO will contact the FBI for guidance. If no TFO is available, contact the FBI office.
2. MAJOR CRIMES: (See MCA in Definitions)
   (a) If the suspect and victim are non-Indian, the SSPD has regular jurisdiction. Proceed with the case as you would normally.
   (b) If the suspect and/or victim are Indian, FBI has jurisdiction regardless of other person's status. Contact an FBI Task Force Officer (TFO) for direction in the case. If a TFO is not available, contact the FBI office.
3. DOMESTICS:
   (a) If the suspect and victim are non-Indian, the SSPD has regular jurisdiction. Proceed with the case as you would normally.
   (b) If the suspect and/or victim are Indian,you may arrest the suspect (using the A&B-Native template) and book them at David L. Moss for charges with the MCN.
4. ALL OTHER CRIMES:
   (a) If the suspect and victim are non-indian and the case is either a misdemeanor or felony, proceed with the case as you normally would.
   (b) If the suspect is Indian and the case is a misdemeanor you may issue a citation or arrest for municipal charges (See procedures below in 346.10).
   (c) If the suspect and/or victim are Indian and the crime is a felony, contact an FBI Task Force Officer (TFO) for direction in the case. The TFO Will contact the FBI for Guidance. If no TFO is available, contact the FBI office.

346.7 JURISDICTIONAL CHART OF CRIMES IN INDIAN COUNTRY

JURISDICTIONAL CHART OF CRIMES IN INDIAN COUNTRY

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STATUS OF SUSPECT	STATUS OF VICTIM	JURISDICTION
Indian	Indian	Federal for Major Crimes Tribal for violations of State Statutes that are not covered by the MCA. Municipal for violations of City Ordinances
Indian	Non-Indian	Federal for Major Crimes Tribal for violations of State Statutes that are not covered by the MCA. Municipal for violations of City Ordinances
Indian	Victimless	Federal for Major Crimes Tribal for violations of State Statutes that are not covered by the MCA. Municipal for violations of City Ordinances
Non-Indian	Indian	All Federal except for Domestic Violence which would be charged under Tribal Municipal for violations of City Ordinances
Non-Indian	Non-Indian	State District Court for violations of State Statute Municipal for violations of City Ordinances
Non-Indian	Victimless	State District Court for violations of State Statute Municipal for violations of City Ordinances

346.8 INTERVIEWING

1. In cases where the jurisdiction is State, Municipal,or MCN, the officer may interview the suspect per normal procedures.

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2. In cases where the jurisdiction is Federal, contact an FBI TFO to assist before conducting an interview with a suspect.

346.9 SEARCH WARRANTS

1. In cases that involve State or Municipal jurisdiction, proceed with search warrant application through state district court per normal procedure.
2. In cases that involve MCN or Federal Jurisdiction, notify an FBI TFO for assistance.

346.10 CITATION AND ARREST PROCEDURE

1. In cases of State or Municipal jurisdiction, proceed as normal procedure.
2. MCN Criminal In-Custody Arrests - In cases involving MCN jurisdiction in which an arrest is made, complete the booking process as normal,(Using the A&B-Native template). Type "HOLD FOR MCN"in the crime description box, below the last charge listed. Teletype the MCN Lighthorse Police Department the arrestee's name, date of birth, and that a MCN hold has been placed on the individual. then transport to David L. Moss and inform the booking deputy that the prisoner is being booked in on MCN charges. The detective division will send a copy of all applicable documents to the MCN for processing.
3. In cases of Federal jurisdiction, notify an FBI TFO before transporting the prisoner to booking.

346.11 CONTACT LIST

FBI TFO - On Call SSPD CID Detective.

FBI: (24 hours)

MCN Lighthorse:

MCN Realty: - after hours call MCN Lighthorse for confirmation of jurisdiction

Chickasaw:

Cherokee:

Choctaw:

Seminole:

Osage:

Osage Nation Police: (ask for Osage nation officer)

Comanche:

Pawnee:

LIST

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346.12 INDIAN EMERGENCY ORDER OF DETENTION CASES

In the case of an Emergency Order of Detention case involving an Indian, please contact the MCN Lighthorse for direction.

346.13 NOTES AND WORK PRODUCT

Officers and employees should maintain all notes, documents and all original documents used or developed in Federal and Tribal cases. Scan a copy into Spillman, retain the originals and place with a copy of the arrest or report in the Records Clerks Office. These will then be sent to CID by records to be sent to the MCN or US District Attorney's Office.

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Chapter 4 - Patrol Operations

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Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intra-organizational cooperation and information sharing.

400.2 POLICY

The Sand Springs Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Sand Springs. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Directing and controlling traffic.

(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(j) Providing courthouse/courtroom security, including the operation of physical security equipment, searches of individuals and the facility, and development of high-risk trial plans and emergency evacuation plans.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with

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opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

400.6 STAFFING

The Patrol Division Commander will establish minimum staffing levels based on average calls for service, geographic areas to be covered, response time considerations, shift length and available staff for assignment.

On a annual basis, the Shift Supervisor will assign staff to fill the positions established by the minimum staffing levels, following agency practice for position assignment.

The shift supervisor will assign staff to fill vacancies any time the vacancies result in the failure to meet established minimum staffing levels.

For the purposes of time management the Communications Center is the official time keeper.

400.7 COMMUNITY-ORIENTED POLICING SERVICES

The Patrol Division Commander should ensure that a community-oriented policing program is established and a program manual developed that should include at a minimum:

(a) The mission, organizational values and management principles that support community partnerships.

(b) A definition of community partnerships as a commitment to a philosophy rather than a program.

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(c) A list of partnerships and collaborative efforts involving the Sand Springs Police Department and persons, groups and businesses within the community.

(d) Training for members and community leaders in the theory and concept, as well as function and operation, of community partnerships.

(e) Recommended training for members in problem-solving models.

(f) Materials that assist members in developing support from City officials for the concept of community-oriented policing, with the goal of City-wide adoption of the community partnership philosophy.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Sand Springs Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

This policy meets statutory requirements requiring the adoption of an impartial policing/racial profiling policy (11 O.S. § 34-107; 22 O.S. § 34.3).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (22 O.S. § 34.3).

401.2 POLICY

The Sand Springs Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

This policy shall be available for public inspection during normal business hours (22 O.S. § 34.3).

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

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401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI)), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy (22 O.S. § 34.3).

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

    1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Computer (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

(e) Supervisors shall initiate an investigation whenever a complaint is received by the Attorney General's Office of Civil Rights Enforcement (22 O.S. § 34.4).

401.6 ADMINISTRATION

The Patrol Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report , including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

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401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Supervisor.

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Briefing

402.1 PURPOSE AND SCOPE

This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING

All divisions and specialized units will conduct regular briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:
    1. Wanted persons.
    2. Crime patterns.
    3. Suspect descriptions.
    4. Intelligence reports and photographs.
    5. Community issues affecting law enforcement.
    6. Major investigations.

(b) Notifying members of changes in schedules and assignments.

(c) Reviewing recent incidents for situational awareness and training purposes.

(d) Providing training on a variety of subjects.

(e) Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about General Orders and any recent policy changes.

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Training Supervisor for inclusion in training records, as appropriate.

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402.4 PREPARATION OF MATERIALS

The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 TRAINING

Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Review of recent incidents for training purposes.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Sand Springs Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

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403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

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Meadow Valley Flood Event

404.1 POLICY

It will be the Policy of the Sand Springs Police Department to provide early warning to the known hazard of flooding in the Meadow Valley Subdivision. This policy shall serve as a guideline as to the police response to a possible flooding event.

404.2 MONITORING

It will be the responsibility of the shift supervisor to assign personnel to monitor the status of possible flooding of Meadow Valley by:

(a) Having dispatch monitor weather reports for heavy rains and flood warnings.

(b) Having dispatch relay stream gauge alarm information from the water department.

(c) Stay in contact with the Emergency Operations Center Director and Asst. Director.

(d) Officers will be assigned to monitor the raise of Fisher Creek and Anderson Creek when heavy rain and/or stream gauge alarms are noted. If an alarm of 8.0 is relayed to dispatch, the Police Chief and Deputy Chief will be notified. The dispatcher should also cause the Fire Chief and Deputy Fire Chief to be notified as well.

(e) When Fisher Creek starts to reach the outlet drains from 29th Street and water stops draining out of 29th and starts to flow into 29th and Bermuda Ave., response and warnings are then needed.

404.3 RESPONSE

The shift supervisor or officer on site at Meadow Valley will:

(a) The Police Chief and Deputy Chief will be notified. The dispatcher should also cause the Fire Chief and Deputy Fire Chief to be notified.

(b) Call out needed police personnel.

(c) Contact the fire department

(d) Start giving warning to Meadow Valley Residents.

(e) The EOC will activate the flood-warning siren in Meadow Valley and use the emergency telephone notification system to warn residents of a possible flood event..

404.4 WARNING

(a) It will take a minimum of four officers to warn Meadow Valley residences of possible flooding.

(b) Two officers will proceed on foot door-to-door starting on 29th Street.

(c) Two additional officers will patrol the addition and give the following statement, “Flood Warning, Flood Warning, be prepared for a possible flood event”, over their unit P.A. systems.

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(d) Fire department personnel should also be utilized for giving warning to the residents either by foot or by patrolling the addition with sirens and P.A. announcements

(e) The PIO will handle making contact with the media for appropriate media cooperation.

(f) If a flood evacuation occurs, the Meadow Valley Incident Command will direct all activity. Incident command procedures will be adhered to and clear speak language will be used on the radio.

(g) If media outlets want to be inside the flood area, they should be allowed, but they should be warned that it is at their own risk. The Meadow Valley Incident Command should be notified.

(h) This operating procedure is a guide. Additional monitoring, responses and warnings given can be utilized as deemed appropriate by the Incident Commander/Supervisor in Charge.

NOTE: We cannot force an evacuation until the area is deemed a declaration of emergency. However, once out of the area we do not have to allow the citizens back in for their safety.

404.5 AUTOMATED STREAM GUAGE READINGS

FISHER CREEK AUTOMATED STREAM GAUGE - and
the resulting affect upon the Meadow Valley Subdivision

A modified stream gauge has been installed along Fisher Creek, directly behind the property at 702 W. 29th Street in the Meadow Valley subdivision. This gauge will provide “real time” readings of the water surface elevation, as it relates to the creek bottom. Based upon a drainage study of the Fisher Creek basin in 2005, as performed by the Corps of Engineer for Tulsa County in the “4-To-Fix the County” program, the following assumptions can be made regarding the relationship between the water surface elevation of Fisher Creek and flooding in the Meadow Valley Subdivision. These figures do not account for any backwater affect that may be caused by releases from the Keystone Reservoir, which can dramatically impact the drainage characteristics of the watershed.

Gauge	Elevation	Affect upon Meadow Valley
0	640.0	None, creek bottom
10.4	650.4	Water enters concrete drainage flumes adjacent to 2810 S. Bermuda
10.8	650.8	Water enters intersection of 29th Street and Bermuda Avenue

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12.1	652.1	29th Street and Bermuda Ave. intersection approximately 16" deep and impassible with most motor vehicles
12.5	652.5	Wave action from rescue operations will cause flood damage to otherwise unaffected homes
13.4	653.4	Water in house at 2710 S. Bermuda; curb deep along 27th Street
13.9	653.9	Water in 6 houses; equal to a 10-yr storm
14.5	654.5	Water in 19 houses; curb deep along 26th Street
15.3	655.3	Water in 29 houses; equal to 50-yr storm
15.7	655.7	Water in all 35 houses; equal to 100-yr storm
16.4	656.4	Water in all 153 houses
20.2	660.2	Top of Meadow Valley Lift Station (Sanitary Sewer)

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School District Emergency Door Access

405.1 POLICY

It shall be the policy of the Sand Springs Police Department to respond to emergency situations at the Sand Springs School District facilities as soon as possible. To facilitate this policy, the department has entered into a cooperative effort with the Sand Springs Schools in which each officer is to be equipped with a method for emergency entry.

405.2 SUMMARY

This policy will also call for the use, carry and reporting of use of this entry method.

405.3 DEFINITIONS

Access Control Device: A card, key fob or other device that carries an RFID chip in it that allows for automated unlocking of a door.

405.4 PROCEDURES

Officer's that drive a marked unit will have an access control device secured by a light wire tie on their MDC mount. Unmarked units will keep the access control device in the original envelope it came in. This will be not be labeled in case a unit is broken into This will not be removed except in case of use.

Officer's will only use the access control device in case of an emergency. Such emergencies may include but not be limited to active shooter calls, suicidal subjects, alarms, and fires at a school district facility.

If an officer needs to use the access control device, it will be noted by inter-office to the officer's division commander who will forward this to the Chief of Police. This notification will note the date, time, reason and result of the call. The Chief's office will make notification to the superintendents office.

The shift supervisor will conduct periodic inspections of the officer's units under his/her command. During this inspection, it will be insured that each unit has an access control device in place as per this policy. An access control device that is missing will be reported by the supervisor immediately.

If a police unit is broken into and an access control device is taken, it will be reported through the chain of command immediately.

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South West Area Tactical (SWAT)

406.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the South West Area Tactical (SWAT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers. This policy shall serve as a supplement to the policies of the South West Area Tactical Team. The Sand Springs Police Department cooperates in this team effort which is a multi-jurisdictional SWAT team and is recoginized by the NTOA. All policies of the South West Area Tactical Team have been approved by each Chief of Police from the cities of Sand Springs, Sapulpa and Bixby and any other departments which may participate in the future. Where there may be a conflict, the policies of the South West Area Tactical Team and the appropriate Inter-Local Agreements shall superceed this policy.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

406.2 POLICY

It shall be the policy of the Sand Springs Police Department to maintain a SWAT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Entry/apprehension/rescue

406.3 CAPABILITIES

This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual

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teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

The various levels of tactical team capability and training are as follows and may fluctuate based upon personnel, training, available equipment, resources and capabilities:

- Level I - A basic team capable of providing containment and intervention in critical incidents that exceed the training and resources available to line-level officers. This does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g., active shooter response). Generally 5 percent of the Level I team's on-duty time should be devoted to training.
- Level II - An intermediate-level tactical team capable of providing containment and intervention. These teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of the Level II team's on-duty time should be devoted to training with supplemental training for tactical capabilities above the Level I team.
- Level III - An advanced-level tactical team whose members function on a full-time basis. Generally 25 percent of the Level III team's on-duty time is devoted to training. Level III teams operate in accordance with contemporary best practices. Such teams possess both skills and equipment to utilize tactics beyond the capabilities of Level I and Level II teams.

406.4 MANAGEMENT AND SUPERVISION

Under the direction of the Chief of Police, the SWAT shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by agreement as set forth in the Inter-Local Agreemnt between all parties comprising the South West Area Tactical Team.

406.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

406.5.1 MULTIJURISDICTIONAL OPERATIONS

The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

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(b) Members of the Sand Springs Police Department SWAT shall operate under the policies, procedures and command of the Sand Springs Police Department which recognizes and adopts the policies of the South West Area Tactical Team when working in a multi-agency situation.

406.6 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

406.6.1 ORGANIZATIONAL PROCEDURES

The South West Area Tactical Team shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SWAT is capable of performing.

(b) SWAT organization and function.

(c) Member selection, retention and termination criteria.

(d) Training and required competencies including record production and retention.

(e) Procedures for notification, activation, deactivation and deployment.

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

406.6.2 OPERATIONAL PROCEDURES

The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT members should have an understanding of operational planning.
2. SWAT training should include planning for both spontaneous and planned events.

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3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.

2. Transition to investigations and/or other divisions.

3. Debriefing after every deployment of the SWAT.

(a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.

(b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.

(c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

(d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

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406.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

406.7.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Individuals who are threatening suicide and have refused to surrender.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the Shift Supervisor. Deployment of the Sand Springs Police Department SWAT in response to requests by other agencies must be authorized by a Division Commander.

406.7.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT is to respond to the scene. With input from the Incident Commander, final determination will be made by the Shift Supervisor, who shall then notify the SWAT Commander. If the SWAT Commander is unavailable, then a specialized team supervisor shall be notified.

The Shift Supervisor should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

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(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any notifications that should be made to ensure public awareness and safety.

(l) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current callout procedures. A current mobilization list shall be maintained in the Shift Supervisor's office and Communications by the SWAT Commander.

The Shift Supervisor will notify the Patrol Division Commander as soon as practicable.

406.7.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team’s tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for, and stage, anticipated resources.

406.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

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406.7.5 COMMUNICATIONS WITH SWAT MEMBERS
All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

406.8 UNIFORMS AND EQUIPMENT

SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

406.8.1 EQUIPMENT
SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

406.8.2 FIREARMS
Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

406.9 TRAINING

The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team's capabilities and department policy.

406.9.1 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

406.9.2 INITIAL TRAINING
Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.

406.9.3 UPDATE/REFRESHER TRAINING
Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.

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406.9.4 MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

406.9.5 SCENARIO-BASED TRAINING

SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

406.9.6 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Training Supervisor. Such documentation shall be maintained in each member’s training file. A separate department SWAT training file shall be maintained with documentation and records of all team training.

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Ride-Alongs

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Sand Springs Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

407.2 POLICY

The willing and practiced participation of the public in enforcing the law is essential to preserve the peace and dignity of the community. The Sand Springs Police Department strives to establish a climate where officers may perform their duties with the acceptance, understanding, and approval of the public. To promote trust between the police and the community, the Sand Springs Police Department encourages open and candid police operations. Therefore, members of the community are allowed to ride with officers during the officer's tour of duty.

The Sand Springs Police Department also recognizes the value of informal communication between the various divisions and personnel of the uniform division. Such communication assists in resolving problems and coordinating activities between divisions. Each participant (officer/ employee) acquires a better understanding of the duties, responsibilities and limitations of the other's job. Improved understanding between the personnel of various divisions is mutually advantageous to the participants and the police department. To facilitate these sessions, community service officers and non-sworn employees of the sand springs police department may ride voluntarily and unpaid during off-duty hours with a field officer pursuant to the guidelines contained in this procedure.

The Sand Springs Police Department also strives to create a climate where a police officer may perform their duties with the acceptance and understanding of their spouse. It is recognized that the cooperation and understanding of an officer's spouse is essential for that officer to be effective in his duties. Therefore, spouses are allowed to ride with officers during the officer's tour of duty.

Officers are not obligated to allow citizens or non-sworn employees to ride, but shall participate in this program on a voluntary basis. The Sand Springs Police Department retains the right to refuse or modify any request for ride-along privileges to any applying person, as deemed necessary by the Chief Of Police or his designee.

407.3 ELIGIBILITY

A ride-along is available to Sand Springs residents and business owners, students currently attending class in Sand Springs and those employed within the City of Sand Springs. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.

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- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the City
- Denial by any supervisor.

407.4 AVAILABILITY

A ride-along or job observation is available most days of the week, from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Shift Supervisor.

407.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Patrol Division Commander. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver license number, birthdate, address and telephone number.

The Patrol Division Commander will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate shift supervisor as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

407.6 PROCEDURES

Individuals wishing to participate will fill out and sign the Ride Along/ Job Observation form including the hold harmless. Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers
- Volunteers
- Chaplains
- Reserves
- Sand Springs Police Department applicants
- Any others with approval of the Shift Supervisor
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers are covered in the Explorers Policy.

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407.6.1 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Oklahoma State Bureau of Investigation criminal history check prior to approval of the ride-along.

407.6.2 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

407.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

    1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

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Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor.

No participant shall carry a weapon of any kind unless they are a certified law enforcement officer.

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Hazardous Material Response

408.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

408.2 POLICY

It is the policy of the Sand Springs Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

408.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

408.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify Communications, and ask that they notify the appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

2. When appropriate, request the lead official designated by the City to respond to the incident (27A O.S. § 4-1-102; 27A O.S. § 4-1-103).

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(c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.
2. Driver's statements or shipping documents from the person transporting the material.
3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
    (a) The type of material.
    (b) How to secure and contain the material.
    (c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) If the incident is believed to be a threat to the public health, safety or the environment, notify the Oklahoma Department of Environmental Quality as soon as reasonably possible (27A O.S. § 4-1-103).

408.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Division Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

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408.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

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Hostage and Barricade Incidents

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

409.2 POLICY

It is the policy of the Sand Springs Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

409.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

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409.3.1 EMERGENCY COMMUNICATIONS

A telephone company may be directed to cut, reroute or divert telephone lines in an emergency in which a hostage is being held or a suspect is barricaded to prevent telephone communications with any person other than a peace officer or a person authorized by the peace officer (21 O.S. § 747).

409.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

409.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

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(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

409.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

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(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

409.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting South West Area Tactical (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Communications.

(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

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409.6 SWAT RESPONSIBILITIES

It will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.

409.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the initial responding officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Sand Springs Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

410.2 POLICY

It is the policy of the Sand Springs Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

410.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

Communications will dispatch assistance to the area as follows:

In the event of a bomb threat in the Sand Springs city limits, the dispatcher shall call a field supervisor and an officer to “Receive Information”. The fact that a supervisor was called first on a receive information call willindicate a bomb threat.

The dispatcher will give the location of the call and an E.T.A. (if known). The E.T.A. will mean the detonation time for the bomb. Example: “Sam 227 and Baker 271, Receive Information 100 E. Broadway Street. E.T.A. OneHour. Your time is 14:26” (This transmission indicates that the object of the bomb threat is city hall).

410.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

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410.4.1 SAND SPRINGS POLICE DEPARTMENT FACILITY
If the bomb threat is against the Sand Springs Police Department facility, the Shift Supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

410.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY
If the bomb threat is against a county or municipal facility within the jurisdiction of the Sand Springs Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

410.4.3 FEDERAL BUILDING OR PROPERTY
If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

410.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Sand Springs, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

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The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

410.5.1 ASSISTANCE

The Shift Supervisor should be notified when police assistance is requested. The Shift Supervisor will make the decision how the assistance will be given. l. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach.

Should the Shift Supervisor determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

Absent a clear threat, the property owner/agent should be left to decide if a facility will be closed and or evacuated.

410.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:

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1. Two-way radios.
2. Cell phones.
3. Other personal communication devices.

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Supervisor including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

410.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

410.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

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(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

410.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Shift Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

410.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

410.8.1 REPORT AND PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

An offense report should be prepared as would be practice with any other criminal investigation.

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Crisis Intervention Incidents

411.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

411.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

411.2 POLICY

The Sand Springs Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

411.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation or lack of control

(i) Lack of fear

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(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

411.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

411.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

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(k) If circumstances reasonably permit, consider and employ alternatives to force.

411.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

411.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

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411.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

411.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

411.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

411.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

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If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

411.11 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

All active full-time officers shall annually complete two hours of continuing training on mental health issues that is accredited or provided by the Council on Law Enforcement Education and Training (CLEET) (70 O.S. § 3311.4).

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Emergency Detentions

412.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under an emergency detention.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

412.1.1 DEFINITIONS

Definitions related to this policy include:

Person requiring treatment - A person who because of his/her mental illness or drug or alcohol dependency (43A O.S. § 1-103):

(a) Poses a substantial risk of immediate physical harm to him/herself as manifested by evidence or serious threats of, or attempts at, suicide or other significant self-inflicted bodily harm.

(b) Poses a substantial risk of immediate physical harm to another as manifested by evidence of violent behavior toward another.

(c) Has placed another person in reasonable fear of violent behavior directed toward such person or serious physical harm to them as manifested by serious and immediate threats.

(d) Is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person.

(e) Poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for, and is not providing for, his/her basic physical needs.

(a)

(b)

(c)

(d)

(e)

412.2 POLICY

It is the policy of the Sand Springs Police Department to protect the public and individuals through legal and appropriate use of an emergency detention process.

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412.3 AUTHORITY

An officer may take a person into protective custody for an emergency detention when the officer reasonably believes the person is a person requiring treatment. A reasonable effort shall be made to take the person into custody in the least conspicuous manner (43A O.S. § 1-110; 43A O.S. § 5-207).

(a) If the person is medically stable, the officer shall transport the person to the nearest authorized facility for an initial assessment, provided the facility is within a 30-mile radius of the officer's operational headquarters (43A O.S. § 5-207). The officer may use telemedicine services as authorized by the Department of Mental Health and Substance Abuse Services if available (43A O.S. § 1-110).

(b) Subsequent to the initial assessment, if it is determined that:

(a) An emergency detention is warranted and the person (43A O.S. § 5-207):

(a) Continues to be medically stable, the officer shall transport the person to the nearest appropriate facility with bed space available, provided it is within a 30-mile radius of the officer's operational headquarters.

(b) Is no longer medically stable, the officer shall transport the person to the nearest hospital or other appropriate treatment facility.

(b) The person does not require treatment and an emergency detention is not warranted, the officer shall immediately transport the person to the point where the person was taken into protective custody and released, or transported to the person's home or alternative facility (43A O.S. § 5-208).

(a) If the person is not medically stable, the officer shall transport the person to an appropriate medical facility for medical treatment

(a)

(b)

(c)

(c)

412.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who

may qualify for an emergency detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the emergency detention, if appropriate.

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412.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for detention for the purpose of an emergency detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

412.5 TRANSPORTATION

When transporting any individual for an emergency detention, the transporting officer should have Communications notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Shift Supervisor approval is required before transport commences.

412.6 TRANSFER TO APPROPRIATE FACILITY

Persons who are placed into protective custody shall be transported to the nearest facility designated by the commissioner of Mental Health and Substance Abuse Services as an appropriate facility for an initial assessment..

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written statement for an emergency detention or third party statements and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

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412.7 DOCUMENTATION

When a person is taken into protective custody upon the officer's personal observations, the officer shall prepare a written affidavit indicating the basis for the belief that the person is a person requiring treatment and the circumstances under which the officer took the person into protective custody. Upon request, a copy of the affidavit shall be provided to the person or the person's attorney (43A O.S. § 5-207).

If the determination to take the person into protective custody is not based on the officer's personal observation, the officer is not required to prepare an affidavit. However, if the officer takes a person into protective custody based on third-party information that a person is mentally ill, alcohol-dependent or drug dependent, the officer shall have the third party sign a third-party statement indicating the basis for such belief that the person is a person requiring treatment. A person should not be taken into protective custody if the third party does not sign the statement (43A O.S. § 5-207).

The officer should also provide the written statement and a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

412.7.1 NOTIFICATION

A person who in protective custody for an emergency detention shall be asked to designate any person they would like informed of the detention. If the person is incapable of making such a designation, the officer shall, within 24 hours, notify any of the following of the detention:

- A person other than the person initiating the request for protective custody which may include the person's:
  - Attorney
  - Parent
  - Spouse
  - Guardian
  - Sibling
  - Child (18 years or older)

Failure to locate the requested person to be notified shall be reported to the administrator of the facility where the person is being detained (43A O.S. § 5-209).

412.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody through an emergency detention should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

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(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an emergency detention.

In the supervisor's judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

412.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an emergency detention, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody, by providing them with the appropriate form .

412.10 TRAINING

This department will endeavor to provide department-approved training on interaction with mentally disabled persons, emergency detentions and crisis intervention pursuant to 70 O.S. § 3311.4.

412.11 PROCEDURES

Officers will determine if an emotionally disturbed subject should be taken into protective custody using the criteria for persons requiring treatment and the risk of harm to self or others.

If protective custody is warranted, officers will take the subject into custody in the least conspicuous manner possible and transport to the nearest avaliable facility designated by the commissioner of Mental Health and Substance Abuse Services as an appropriate facility for an initial assessment for an emergency examination.

(a) If the subject is violent, notify the receiving facility through Dispatch.

(b) Officers may contact emergency medical services (EMS)for transport of a violent person to the receiving facility. The emergency medical services (EMS)can utilize passive restraints and a backboard on a gurney to restrain the person.

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(c) Once restrained by emergency medical services (EMS), if requested, an officer may ride in the ambulance to the receiving facility. The backing officer will follow the ambulance to the receiving facility.

(d) Once the person is accepted by the receiving facility, the person will be released from restraints and turned over to the receiving facility.

If the subject requires emergency medical treatment, contact emergency medical services (EMS)for transport to the nearest medical facility. The subject may also require medical clearance from a medical facility if the designated mental health facility's on-duty physician deems it necessary. If the subject is admitted to the medical facility, the officer's statement and/or individual's statement along with the report number will be left at the medical facility so the Emergency Order of Detention (EOD) process can be completed upon the subject's release from the facility.

Officers may also utilize COPES for mental health consultation services in the field. Officers should inform the Communications Center that a team is needed at their location. In the event of a voluntary admission with no safety or security concerns, the team may transport the subject.

If officers take a subject into protective custody based upon their personal observations, officers must complete a Peace Officer's Statement for Emergency Detention which may be obtained at the designated facility. If the subject is taken into protective custody based on another person's observations, ensure that the witness completes a third party statement which is also available at the designated facility.

Weapons are not permitted inside the facility. Officers will secure their weapons in the trunk of their cars or in the lock-boxes provided by the facility.

Complete an Incident Report utilizing the heading "Emergency Order of Detention."

412.12 REGULATIONS

Officers shall complete a Peace Officer's Statement if a subject has been taken into protective custody based upon an officer's observations. An Incident Report must be completed whether officers complete a Peace Officer's Statement or not.

Officers will remain at the facility until cleared to leave by the triage specialist.

Pursuant to state law, sworn personnel are required to attend two (2) hours of continuing law enforcement training annually relating to recognizing and managing a person appearing to require mental health treatment of services.

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Citation Releases

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Sand Springs Police Department with guidance on a citation to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic abuse, as outlined in the Domestic Abuse Policy.

This policy meets statutory requirements requiring the adoption of an arrest and alternatives to arrest policy pursuant to 11 O.S. § 34-107.

413.2 POLICY

The Sand Springs Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation or promise to appear in court when authorized to do so.

413.3 RELEASE

A suspected offender may be released on issuance of a citation or promise to appear in court as follows:

(a) An officer who has arrested a person on a misdemeanor charge or violation of a city ordinance may issue the person a citation to appear in court unless release is prohibited by law or policy (22 O.S. § 209).

(b) An officer who has arrested a person solely for a misdemeanor violation of an Oklahoma traffic law or municipal traffic ordinance shall release the person on a signed promise to appear (including electronic signatures) when (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

1. The person has a valid driver's license (not required if the person was a passenger).
2. The person's identity is not in question.
3. The person is not unconscious or too injured to complete the process.
4. The violation does not constitute:
   (a) A felony.
   (b) Negligent homicide.
   (c) Driving while impaired.
   (d) Eluding or attempting to elude.
   (e) An offense for which a warrant was issued.

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413.4 PROHIBITIONS

The release of a suspected offender on a citation or promise to appear in court is not permitted when (22 O.S. § 190.1):

(a) An arrest warrant was issued on the charge and the court does not authorize release (22 O.S. § 190.1).

(b) The arrest was not subject to a warrant but the arrestee cannot post a required bail, or is not eligible for bail or pretrial release on the arrest charge. Examples of when a court may not allow bail or pretrial release include but are not limited to ():

  (a) Capital offenses.

  (b) Violent offenses, such as domestic abuse, robbery by force or fear, arson, or kidnapping.

  (c) Felony driving under the influence of an intoxicating substance.

  (d) Bail jumping or committing a new offense while on pre-trial release.

  (e) Felony sex offenses.

  (f) Out-of-county holds.

  (g) Possession of a firearm or other offensive weapon during the commission of a felony.

  (h) Stalking or violation of a victim protection order.

  (i) Controlled dangerous substances offenses where the maximum sentence may be at least 10 years' imprisonment.

Any questions as to whether a person is authorized for release on a citation or promise to appear should be referred to a supervisor.

See the Domestic Abuse Policy for release restrictions related to those investigations.

413.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual’s ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

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413.6 OFFICER RESPONSIBILITIES

Citations for appropriate offenses can be issued to adults and juveniles.

(a) (a) Juveniles criteria is the same as adults.

(b) Juveniles will be released to a responsible adult (i.e. parent, relative, babysitter, etc.) By means of a parental release form.

Conduct an independent investigation to determine if probable cause exists to believe that a crime has occurred and that the suspect committed that crime.

Conduct a brief background investigation to determine if the arrested individual should be issued a citation and released or placed in jail. The violator may be released if:

(a) The violator resides within the city limits of Sand Springs or within Tulsa county,

(b) The violator has no outstanding warrants,

(c) The violator has no record for a bench warrant having been issued for failure to appear within the last three (3) years, **or**

(d) The officer has no reasonable grounds to believe that the violator will not honor the court appearance date. If an officer arrests a violator in lieu of issuing a citation based on the officer's belief that the violator will not appear, the officer must articulate his reasons for the arrest in lieu of a citation. That information should be recorded on the arrest and booking form.

Fill out all applicable forms:

(a) Municipal complaint form.

(b) Witness statements.

(c) Citizen arrest form.

(d) Property sheet – stolen

(e) Citation – specify the offense in other violation block and the arrest number obtained from dispatcher in the officer's remarks block.

(f) Juvenile Release Form for State or City (as needed)

413.7 DISPATCHER RESPONSIBILITIES

Log suspects name and complete information in the appropriate arrest book.

Assign an arrest number to the person issued the citation.

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Foreign Diplomatic and Consular Representatives

414.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Sand Springs Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

414.2 POLICY

The Sand Springs Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

414.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol or, in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) As soon as practicable, contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed (47 O.S. § 6-202.1).

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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414.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving, may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

414.4.1 STATE-REQUIRED REPORTING

When an officer contacts a vehicle operator and has probable cause to believe the person has committed a violation, and is presented a driver license issued by the DOS or the person otherwise claims immunities, the officer shall (47 O.S. § 6-202.1):

(a) Record all relevant information from any driver license or identification card.

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(b) Within five working days, forward the following to the Oklahoma Department of Public Safety:

1. A vehicle collision report if the driver was involved in a vehicle collision
2. A copy of any citation issued to the driver
3. If a citation was not issued to the driver, a written report of the incident

414.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

414.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability

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Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

415.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

415.2 POLICY

The Sand Springs Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

415.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

415.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

(h) Whether to request Communications to initiate a public alert (see the Public Alerts Policy) to prevent additional potential victims from entering the area.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

415.5 PLANNING

The Patrol Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

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(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

415.6 TRAINING

The Training Supervisor should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Sand Springs Police Department relating to immigration and interacting with federal immigration officials.

416.2 POLICY

It is the policy of the Sand Springs Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

416.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Oklahoma constitutions.

416.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

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An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

416.4.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

416.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification (22 O.S. § 171.2).

416.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

416.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 74 O.S § 20j):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

416.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

416.7.2 COMPLYING WITH IMMIGRATION DETAINERS

The Sand Springs Police Department will comply with lawful immigration detainer requests related to a person already in custody unless there is reason to believe the person is a citizen of the United

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States or has lawful immigration status in the United States based on proof such as an Oklahoma driver's license or similar government-issued identification.

An individual who is being held in custody and who is the subject of a federal immigration detainer shall be informed the individual is being held pursuant to an immigration detainer request issued by federal immigration officials (22 O.S. § 171.3; 57 O.S. § 16a).

416.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Division supervisor assigned to oversee the handling of any related case. The Detective Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

    1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

416.9 TRAINING

The Training Supervisor should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

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Utility Service Emergencies

417.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing City utility service emergencies. This policy will address calls for service that are directed to the Police Department.

417.2 POLICY

It is the policy of the Sand Springs Police Department to appropriately respond to City emergency utility service requests received by this department.

417.3 UTILITY SERVICE EMERGENCY

A current contact list of City personnel to be notified in the event of a utility service emergency should be available in Communications.

417.3.1 WATER LINES

The City's responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.

If a water line break occurs on the City side of the water meter, public works personnel should be notified as soon as practicable.

417.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

417.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving City reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

417.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

417.3.5 TRAFFIC SIGNALS

A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Communications of the problem with the traffic signal. The dispatcher should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

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A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

417.4 OUTAGES EFFECTING PUBLIC SAFETY FACILITIES

I.911 System Failure (Local PSAP)

1. Dispatch

A. Notify the on-duty shift supervisor for police and both fire stations

B. Call the Services Division Commander if no response, call the Deputy Chief of Police.

C. Flip the Make Busy Switch

D. Answer phones on the black phone located on the console by the South wall.

E. Call the SBC Resolution Center at 1-866-722-3911 and reference System ID # 95EGNC910548.

II. Phone System Failure (General Public City Wide Outage)

1. Dispatch

A. Notify the on-duty shift supervisor for police and both fire stations.

B. Have an on-duty unit dispatched to notify Chief of Police, Deputy Chief of Police and the Services Division Commander by cell phone or by driving to their residences.

C. Have Fire Station 1 contact the Fire Chief and and Deputy Fire Chief.

2. On-Duty Supervisor

A. Place units at Quick Trip North, Quick Trip South, Kum and Go and the South End of the River Bridge if manpower allows.

III. Radio Failure

1. Dispatch

A.Contact the on-duty supervisor and all on-duty officers by text or MDC and have them switch to police conventional. Ask each unit to check in on the radio.

B.Contact each fire station and have them switch to Fire Ground and ask each unit to check in on the radio.

C.Contact Tulsa Regional Dispatch for a status update on the failure.

D. Contact the Services Division Commander.

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E. If police conventional and or fire ground fail as well, notify the Chief of Police, Deputy Chief of Police, Fire Chief and Deputy Fire Chief as well. Alternate means should be used to communicate such as cellphone until service can be restored.

IV. Electrical Failure

1. Dispatch

A. Notify the on-duty shift Supervisor for police and both fire stations.

B. Contact PSO for a notification of the outage and status update on expected time for resolution of the problem.

C. If the backup generator does not restore power, notify the Chief of Police, Deputy Chief of Police, Fire Chief, Deputy Fire Chief and the Services Division Commander.

D. In all failure situations, no matter how brief, contact City of Sand Springs IT division and notify them of that fact.

V. Water Failure

1. Dispatch

A. Notify the on-duty shift supervisor for police.

B. Notify the Services Division Commander.

C. Notify the City Building Maintenance Department and place an emergency work order.

VI HVAC Failure

1. Dispatch

A. Notify the on-duty shift supervisor for police.

B. Notify the Services Division Commander.

C. Notify the City Building Maintenance Department and place an emergency work order.

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Aircraft Accidents

418.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

418.2 POLICY

It is the policy of the Sand Springs Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

418.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

418.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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418.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA) and, when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

(d) Oklahoma Highway Patrol

418.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Medical Examiner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

418.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

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- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

418.8 DOCUMENTATION

All aircraft accidents occurring within the City of Sand Springs shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SSPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

The actual investigation and collision report shall be conducted by the Oklahoma Highway Patrol. Sand Springs personell will assist in the investigation phase if requested by OHP.

418.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

  (a) Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

418.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

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(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

418.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training

419.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Sand Springs Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

419.2 POLICY

It is the policy of the Sand Springs Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

419.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare Aprentice Police Officers (APO)for law enforcement duties. The field training is designed to prepare APOs for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each APO at the beginning of his/her field training.

(b) Daily, weekly and monthly evaluation and documentation of the APO's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report completed by the FTOs involved with the APO and submitted to the FTO coordinator.
2. Assignment of the APO to a variety of shifts and geographical areas.
3. Assignment of the APO to a rotation of FTOs in order to provide for an objective evaluation of the APO's performance.

(d) The APO's confidential evaluation of his/her assigned FTOs and the field training process.

(e) Retention of all field training documentation in the APO's training file including:

1. All performance evaluations.
2. A certificate of completion certifying that the APO has successfully completed the required number of field training hours.

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419.4 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Assignment of APOs to FTOs.

(b) Conducting FTO meetings.

(c) Maintaining and ensuring FTO and APO performance evaluations are completed.

(d) Maintaining, updating and issuing department training materials to each FTO and APO.

(e) Developing ongoing training for FTOs.

(f) Mentoring and supervising individual FTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the Shift Supervisor informed through monthly evaluation reports about the APOs' progress.

(i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.

(j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.

(k) Performing other activities as may be directed by the Patrol Division Commander.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

419.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

419.5.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

(a) Desire to be an FTO.

(b) Experience, which shall include a minimum of two years of patrol experience, both of which shall be with this department.

(c) Demonstrated ability as a positive role model. Factors may iclude but are not limited to, productivity, work ethic, reliability, attitude and discipline history.

(d) Successful completion of an internal oral interview process.

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(e) Evaluation by supervisors and current FTOs.

(f) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct,poor performance or attitude.

419.5.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course within one year to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

419.5.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

419.5.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

(a) Issuing his/her assigned APO field training materials in accordance with the Training Policy.

1. The FTO shall ensure that the APO has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned APO.

(b) Completing and reviewing daily performance evaluations with the APO.

(c) Completing and submitting a written evaluation on the performance of his/her assigned APO to the FTO coordinator on a daily basis.

(d) Providing the FTO Supervisor with a verbal synopsis of the APO’s activities at the end of the FTO phase or during any unusual occurrence needing guidance or clarification.

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Air Support

420.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

420.2 POLICY

It is the policy of the Sand Springs Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

420.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

420.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

420.3.2 AREA AGENCY REQUEST

After consideration and approval of the request for air support, the Shift Supervisor or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

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Contacts and Temporary Detentions

421.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

421.2 POLICY

The Sand Springs Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

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421.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Sand Springs Police Department to strengthen community involvement, community awareness and problem identification.

421.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

421.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

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(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

421.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

421.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

421.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

421.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Supervisor should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Supervisor will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

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(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Clerk.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

421.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

421.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

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Criminal Organizations

422.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Sand Springs Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

422.2 POLICY

The Sand Springs Police Department recognizes that certain criminal activities, including, but not limited to, gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

422.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

422.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Clerk. Any supporting documentation for an entry shall be retained by the Records Clerk in accordance with

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the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Clerk are appropriately marked as intelligence information. The Services Supervisor may not purge such documents without the approval of the designated supervisor.

422.3.2 SUBMISSIONS TO THE OKLAHOMA STATE BUREAU OF INVESTIGATION'S CRIMINAL INTELLIGENCE UNIT

It is the designated supervisor’s responsibility to approve all criminal intelligence submissions to the Criminal Intelligence Unit (CIU) of the Oklahoma State Bureau of Investigation (OSBI). This supervisor shall ensure (OAC 375:35-1-2; OAC 375:35-3-2):

(a) The information meets CIU’s standard of reasonable suspicion of criminal activity (an experienced and trained officer's belief that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise).

(b) The information was not gathered by illegal means.

(c) A current CIU form is used for the submission.

Members authorized to receive criminal intelligence information from CIU shall provide a signed receipt on a form provided by the OSBI. Each individual shall be responsible for maintaining the secrecy of the information, shall not make copies of the information and shall not disseminate the information in any form. Members shall notify the OSBI and their supervisors immediately upon notice of any court order concerning CIU intelligence information (OAC 375:35-3-3; OAC 375:35-3-4).

It is both the member’s and the designated supervisor's responsibility to ensure such information is kept in a secure location with access limited to those officers assigned to the specific investigation which generated the need for the information. It is also the supervisor’s responsibility to purge information upon the request of the OSBI and to confirm in writing to the OSBI that the information has been purged (OAC 375:35-3-4).

422.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

422.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

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Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Clerk or Property Division, but should be copies of, or references to, retained documents, such as copies of reports, Field Interviews, Communications records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

422.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

422.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Supervisor to train members to identify information that may be particularly relevant for inclusion.

422.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

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When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

422.7 CRIMINAL STREET GANGS

The Detective Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above-average familiarity with 21 O.S. § 856.3.

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

422.8 REPORTS TO THE CHIEF OF POLICE

The Detectives Division Commander shall complete and submit a monthly report to the Chief of Police regarding investigative reports and activities involving vice, drug and organized crime.

The Detectives Division Commander should periodically brief the Chief of Police regarding sensitive investigations involving vice, drug, organized crime, and other major criminal activities.

422.9 TRAINING

The Training Supervisor should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

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Shift Supervisors

423.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

423.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Sand Springs Police Department. To accomplish this, a Lieutenant shall be designated as the Shift Supervisor for each shift.

423.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

With prior authorization from the Patrol Division Commander, generally when a Lieutenant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of applicable employment agreements and the Temporary Supervisors subsection of the Supervision Staffing Levels Policy.

423.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring sufficient members are on-duty to accomplish the mission of the Sand Springs Police Department.

(b) Providing command-level oversight of major crime scenes, tactical situations or disasters.

(c) Establishing service-level priorities.

(d) Providing job-related training and guidance to subordinates.

(e) Acquiring outside resources or providing assistance to other agencies, when applicable.

(f) Handling service inquiries or complaints from the public.

(g) Acting as the Public Information Officer when appropriate.

(h) Managing risk exposure.

(i) Ensuring the security of all department facilities.

(j) Ensuring the proper equipment and vehicles are available for member use.

(k) Representing the Department at community functions.

(l) Serving as a temporary Division Commander when so designated.

(m) Arranging for notifications as outlined in policy 330 - Major Incident Notification.

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Mobile Data Computer Use

424.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications.

424.2 POLICY

Sand Springs Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

424.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

424.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors and the Services Division Commander.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDT system . Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

424.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

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Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

424.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

424.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio.Dispatchers are the official time keepers on calls and shall maintain the log information.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident..

424.6 EQUIPMENT CONSIDERATIONS

Operating computer and electronic equipment for extended periods of time at high temperatures greatly reduces reliability, longevity of components and will likely cause unplanned downtime. Maintaining an optimal temperature is vital for system reliability. Therefore when the ambient air temperature is in excess of 80**°F** vehicles will be left with the air conditioner running to prevent over-heating of the delicate equipment.

Dell Latitude 7200 Series Tablet

Operating Temperature Range 32°F to 95°F

SOURCE – www.dell.com

Verizon 8800L MiFi Jet Pack

Operating Temperature Range 14°F to 131°F

SOURCE – www.verizon.com

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Inside Temperature Range for Vehicle

424.6.1 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles without a functioning MDTs. Whenever members must drive a vehicle in which the MDT is not present, they shall notify Communications. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

424.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

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Portable Audio/Video Recorders

425.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Sand Springs Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

425.2 POLICY

It shall be the policy of the Sand Springs Police Department to utilize Personal Recording Devices (PRD's) to insure officer safety, public confidence, accountability, prosecution of false complaints and evidence of crimes. This effort will be conducted while maintaining a balance between public transparency and protection of individuals right to privacy.

The PRD may be used to make video/audio recordings of conversations when interviewing suspects or witnesses within or away from the police unit. More importantly, the PRD can be used to video record traffic stops, domestic disputes, pedestrian checks or suspicious activity, and other police functions.

In order to preserve the integrity of the recordings to be presented as evidence in proceedings, the chain of custody must be adhered to.

425.3 DEFINITIONS

PRD - a video and audio recorder that is worn by an officer during his/her course of duty.

425.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

425.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

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Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a recorder, the assigned member shall record his/her name, SSPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

425.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which an officer would normally notify Communications

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

425.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

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425.6.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Oklahoma law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (13 O.S. § 176.4).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

425.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

425.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

425.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

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(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone's privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under the Oklahoma Open Records Act (51 O.S. § 24A.8).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

425.8.1 RETENTION REQUIREMENTS
All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 5 years

425.9 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, provided that all recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recorded files released in compliance with a public records request (51 O.S. § 24A.8):

1. Shall only be released after redaction or obscuring of specific portions of the recording that:

(a) Depict the death of a person or a dead body.

(b) Depict any person who is nude.

(c) Identify minors under 16 years of age.

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2. May have redaction or obscuring of specific portions of audio and video that reveal the identity of officers who become subject to internal investigation by the Department until the investigation has been concluded. After conclusion of the investigation and any disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

425.10 ADMINISTRATIVE PROCEDURES

1. PRD Recordings Procedure

(a) (a) The officer will be responsible for the downloading of PRD recordings at the end of the shift week (or as needed) at the designated location. Officers will make a reasonable attempt to download the PRD before the end of each shift. All PRD's will be downloaded before going on days off. The original files from the PRD will be downloaded and stored on a designated server network to prevent destruction.

(b) Copies of PRD recordings for department use will be allowed at the discretion of the Chief of Police or his designee

(c) If a copy of a PRD recording is needed for administrative or criminal proceedings, an inter-office will be submitted to the PRD Administrator. The PRD Administrator will distribute the requested copy upon approval of the Chief ofPolice or his designee.

(d) Officers who have made a PRD recording that they feel may have value as a training aid shall notify the PRD Administrator.

(e) Requests from outside law enforcement agencies for copies of PRD recordings to use as training aids, shall be forwarded to the Chief of Police.

(f) Non-evidentiary PRD recordings will be maintained in the network server for 90 days. Due to the limitations of storage and in effort to protect privacy concerns, videos that are not flagged for evidentiary purposes oradministrative cause may be deleted.

(g) Evidentiary PRD recordings or PRD recordings held for administrative purposes may be retained at the discretion of the Chief of Police or as required by law.

(h) The destruction of any recording in violation of this policy may not be authorized by any elected official or city manager without written Police Chief approval, as the Chief of Police shall have the final authority to determine the retention of law enforcement records.

(i) PRD recordings will be handled as evidence, but may be transferred to approved persons by methods authorized by the PRD administrator.

(j) Audio and video recordings from recording equipment attached to law enforcement vehicles and/or on the person of a law enforcement officer; provided, the law enforcement agency may, before releasing any audio or

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videorecording, redact or obscure specific portions of the recording which depict the death of a person or a dead body, depict any person who is nude or identify minors under the age of sixteen (16) years. Provided further, lawenforcement agencies may redact or obscure specific portions of audio and video recordings which reveal the identity of law enforcement officers who become subject to internal investigation by the law enforcement agency untilthe law enforcement agency concludes the investigation. At the conclusion of the investigation and disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The uneditedaudio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

(k) Officers do not need to lable each video record unless it isuse of force, pursuit, an arrest which holds evidentiary valuse, acomplain/run in or any video which contains evidentiary value.

425.11 REGULATIONS

(a) Employees shall not release to or allow the viewing of a PRD recording by any person outside the Sand Springs Police Department without authorization from the Chief of Police (or his designee) or when mandated by law. (Exceptions: City Prosecutor's Office, District Attorney's Office and Department of Public Safety Officials).

(b) Allowing unauthorized viewing, release, erasure or alteration of a PRD recording or any portion thereof, shall be grounds for disciplinary action.

(c) PRD recordings are the property of the Sand Springs Police Department and will not be utilized for personal use for any reason without prior approval of the Chief of Police. Malicious destruction or deletion of PRD recordings is prohibited and may be punishable by administrative, civil and/or criminal penalties.

(d) Provisions of this policy may not apply if the PRD issued to the officer are restricted in their use by the regulations of the OHSO mandating that the PRD must only be used in the patrol vehicle and not worn by the officer. If this situation exists, the officer will comply with the regulation to leave the device in his unit. Additional provisions may be presented during training of the issued OHSO equipment.

425.12 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

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Public Recording of Law Enforcement Activity

426.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

426.2 POLICY

The Sand Springs Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

426.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

426.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

426.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

426.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

(a) To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

(b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property Division Policy.

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Bicycle Patrol

427.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Sand Springs Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

427.2 POLICY

It is the policy of the Sand Springs Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

427.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol coordinator or the Shift Supervisor.

427.4 SELECTION

Interested officers who are off probation shall submit a change of assignment request to their appropriate Division Commanders. A copy will be forwarded to the bicycle patrol coordinator. Qualified applicants will then be invited to an oral interview. The oral interview will be conducted by the coordinator and the Sand Springs Police Department Steering Committee.

Interested officers shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance

(b) Special skills or training as it pertains to the assignment

(c) Good physical condition

(d) Willingness to perform duties using the bicycle as a mode of transportation

427.4.1 OFFICER RESPONSIBILITIES

Officers should operate the bicycle in compliance with the Oklahoma Highway Safety Code under normal operation, unless their duties require otherwise (47 O.S. § 11-1202).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

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Officers are exempt from the rules of the road while using an audible siren or warning lights under the following conditions (47 O.S. § 11-106):

(a) In response to an emergency call

(b) While engaged in rescue operations

(c) In the immediate pursuit of an actual or suspected violator of the law

427.4.2 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT

Officers operating a bicycle may exceed maximum speed limits and disregard regulations governing turning in specified directions without using audible and visual signals, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:

1. Destroy or lose evidence of a suspected felony.
2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

427.5 BICYCLE PATROL COORDINATOR

The Chief of Police shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The coordinator may appoint a senior bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the performance of bicycle patrol officers.

(f) Coordinating activities with the Patrol Division.

(g) Other activities as required to maintain the efficient operation of bicycle patrol.

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427.6 PATROL BICYCLE

Bicycle patrol officers will be allowed to operate their personal bicycles on duty as a part of team functions.

Patrol bicycles will be equipped with reflectors and lights as required by state law. They may also be equipped with red/blue lights, bags and other equipment as authorized by the team leader.

427.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

427.6.2 MAINTENANCE

(a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

1. Each patrol bicycle should have scheduled maintenance yearly to be performed by a repair shop or technician.

(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol officer, reapirs should be made by a trained technician.

427.7 UNIFORMS AND EQUIPMENT

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Sand Springs Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

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427.8 TRAINING

Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include:

(a) Bicycle patrol strategies.

(b) Bicycle safety and accident prevention.

(c) Operational tactics and techniques using bicycles.

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

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Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Sand Springs Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Sand Springs Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

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428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resources and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detentions Policy).

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428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

Due to the potential for infestation and unsanitary articles within some personal property, Property Room personnel will make arrangements for a secure place outside of the main facility to safely store these types of articles.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Sand Springs Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment and should defer medical decisions to the appropriate medical personnel.

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429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are

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victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

429.8 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members who have been trained may administer opioid overdose medication (63 O.S. § 1-2506.1).

429.8.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure

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they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Supervisor.

429.8.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report .

429.8.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Supervisor should ensure training is provided to members authorized to administer opioid overdose medication.

429.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor’s approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer’s training.

429.10 ADMINISTRATION OF EPINEPHRINE

Members may administer epinephrine in accordance with protocol specified by the physician who prescribed the medication for use by the member.

429.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Supervisor.

Any member who administers epinephrine should contact Communications as soon as possible and request response by EMS.

429.10.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

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429.10.3 EPINEPHRINE TRAINING

The Training Supervisor should ensure that training is provided to members authorized to administer epinephrine.

429.11 FIRST AID TRAINING

Subject to available resources, the Training Supervisor should ensure officers receive periodic first aid training appropriate for their position.

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First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The Sand Springs Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets, or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life, and to prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones, or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION

Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to:

- Location.
- Number of participants.
- Apparent purpose of the event.
- Leadership (whether it is apparent and/or whether it is effective).
- Any initial indicators of unlawful or disruptive activity.
- Indicators that lawful use of public facilities, streets or walkways will be impacted.
- Ability and/or need to continue monitoring the incident.

Initial assessment information should be promptly communicated to Communications, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

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(t) Parameters for the use of body-worn cameras and other portable recording devices.

430.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

430.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Electronic Control Device (ECD)s should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

430.8 ARRESTS

The Sand Springs Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

430.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

430.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include:

(a) Operational plan.

(b) Any incident logs.

(c) Any assignment logs.

(d) Vehicle, fuel, equipment and supply records.

(e) Incident, arrest, use of force, injury and property damage reports.

(f) Photographs, audio/video recordings, Communications records/tapes.

(g) Media accounts (print and broadcast media).

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(c) Problems identified.

(d) Significant events.

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

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Civil Disputes

431.1 PURPOSE AND SCOPE

This policy provides members of the Sand Springs Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic abuse court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Oklahoma law.

431.2 POLICY

The Sand Springs Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community when their is a direct threat of violence. Subject to available resources, members of this department will assist at the scene of civil disputes where there is a direct and current threat, with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

When a request is made where there is no direct threat of violence, officers may inform the party requesting police involvement that the officer will attempt to be in the general vicinity to mitigate response time. They should be encouraged to call 911 if a therat of violence becomes apparent.

431.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While the following is not intended to be an exhaustive list, members should give consideration to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice; however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

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(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

431.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by referring the individuals to consult their attorney.

431.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should advise the requesting party that they will be in the area, but will not accompany them to the dispute. The party should be advised that if the dispute becomes threatening, they may call 911 and ask for assistance. The member should then respond to the scene and seek to assist. Once the scene is stable, the member should make clear that their presence is for safety and that they are not there to compell either side to give up their rights in the dispute.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

431.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

431.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Criminal Trespass Program

432.1 POLICY

It shall be the policy to help property owners recognize and maintain their rights to hold and operate their property free of trespassing from individuals who commit criminal acts, or who's conduct interferes with the operation of their property. To this end, the department has established the criminal trespass program.

432.2 SUMMARY

Procedures to be followed when dealing with a trespassing problem. This program will normally be applicable in a business settings or non-developed land. Residential trespassing should be accomplished through standard will-file citizens arrest procedures.

432.3 OFFICER RESPONSIBILITIES

Upon handling a call at a business about trespassing, stabilize the situation.

a. Ask the business if they have registered in the last 12 months for the program, and if not, supply them with a registration packet , and have them complete it. Send this packet to the police administration assistant who will enroll the business in the program.

b. Run a check on the suspect with dispatch, and if they are not on the list, complete two copies a criminal trespass warning . Give one to the suspect and keep one for department records. Then, absent another reason for arrest, release the suspect while making sure they leave the property.

c. If dispatch checks the suspect, and they have been previously notified under the program about trespassing, you may either cite the individual or arrest them if you have reason to believe that the person will continue to trespass or fail to appear in court.

1. When citing or arresting the individual, note on the citation or booking report the date the individual was previously warned under the program.

2. If you encounter a suspect and they are on the trespassing list and they are on the listed property trespassing, you may cite or arrest the individual without involvement of the business.

432.4 DISPATCHER RESPONSIBILITIES

Upon receiving a request from an officer to check to see if a business is enrolled in the program, check the database and see if the business is listed and if the enrollment is within the last 12 months.

Upon receiving a request from an officer to check an individual for being trespassed from a specific property, check the database and see if they have been listed in the previous 24 months.

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432.5 POLICE ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

Upon receiving a business enrollment packet , review for all information being complete, enter the business into the database and files the original documents.

Upon receiving a trespass warning document , enter the information into the database and file the original document.

Monthly, review the database to insure that the individual and business file is kept current. Remove any trespassed persons from the file if the date warned is over 24 months old.

432.6 RECORDS RESPONSIBILITIES

Process all arrests and citations under this program as per normal procedure.

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Suspicious Activity Reporting

433.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

433.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

433.2 POLICY

The Sand Springs Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

433.3 RESPONSIBILITIES

The Detectives Division Commander and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Detectives Division include, but are not limited to:

(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

433.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

433.5 HANDLING INFORMATION

The Records Clerk will forward copies of SARs, in a timely manner, to:

- The Detective Division supervisor.
- The Crime Analysis unit.
- Other authorized designees.

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Medical Marijuana

434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Oklahoma's medical marijuana laws (63 O.S. § 420 et seq.; OAC 310:681-1-4 et seq.).

434.1.1 DEFINITIONS

Definitions related to this policy include:

Allowable amount - A licensee is able to have possession of the following (63 O.S. § 420; OAC 310:681-2-8):

(a) Up to 3 ounces or 84.9 grams of marijuana on the licensee's person

(b) 6 mature marijuana plants and the marijuana harvested from those plants

(c) 6 seedling plants

(d) 1 ounce or 28.3 grams of concentrated marijuana

(e) 72 ounces or 2,037.6 grams of edible marijuana

(f) Up to 8 ounces or 226.4 grams of marijuana in the licensee's residence

(g) 72 ounces or 2,037.6 grams of topical marijuana

Caregiver - A family member or assistant who regularly looks after a licensed patient whom a physician certifies is homebound or needs assistance (OAC 310:681-1-4).

Licensee – A person who has been properly issued a medical marijuana license by the Oklahoma State Department of Health (OSDH) (OAC 310:681-1-4).

Medical marijuana – Marijuana that is grown, processed, dispensed, tested, possessed, or used for a medical purpose (OAC 310:681-1-4).

Medical marijuana concentrate – A substance obtained by separating cannabinoids from any part of the marijuana plant by physical or chemical means and that delivers a product with a cannabinoid concentration greater than the raw plant material from which it is derived (OAC 310:681-1-4).

Usable medical marijuana - The dried leaves, flowers, oils, vapors, waxes, and other portions of the marijuana plant and any mixture or preparation thereof, excluding seed, roots, stems, stalks, and fan leaves (OAC 310:681-1-4).

434.2 POLICY

It is the policy of the Sand Springs Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officers reasonably believes would not be prosecuted by state or federal authorities.

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Oklahoma medical marijuana laws are intended to provide protection from prosecution to those who possess medical marijuana to mitigate the symptoms of a medical condition for which the medical marijuana provides therapeutic or palliative benefits. However, Oklahoma medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The Sand Springs Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Oklahoma law and the resources of the Department.

434.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a licensee.

(c) Investigations when a medicinal claim is made by a non-licensee.

(d) Investigations related to the unlawful sale or transfer of medical marijuana.

434.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

434.3.2 INVESTIGATIONS INVOLVING MEDICINAL CLAIM BY LICENSEE

Officers should not take enforcement action against a person for possession of marijuana when the person presents a license issued by the OSDH and is in possession of the allowable amount of medical marijuana. Officers may utilize the system established by the OSDH to confirm the authenticity and validity of the person's license (OAC 310:681-2-7).

When a person makes a medicinal claim and has an allowable amount of medical marijuana but does not have a license in his/her possession, if the officer can otherwise determine the person is a valid license holder, no enforcement action should be taken.

434.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.

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2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Any other relevant factors exist, such as limited available department resources and time constraints.
5. The case involves the sale or transfer of medicinal marijuana or medical marijuana products or otherwise involves a violation of OAC 310:681-2-9.

(b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of an affirmative defense:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors, the climate.

(c) Before proceeding with enforcement related to dispensaries, commercial growers, or processors, officers should consider conferring with appropriate legal counsel.

(d) Possession of up to 1.5 ounces or 42.45 grams of marijuana by persons who can state a medical condition, but who are not in possession of a state-issued medical marijuana patient license, is a misdemeanor offense with a fine prescribed by 63 O.S. § 420(B).

(e) Under these circumstances, an arrest shall not be made and a citation shall be issued unless there has been a violation of another provision of law (63 O.S. § 420(B)).

434.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

434.5 EVIDENCE

434.5.1 MEMBER RESPONSIBILITIES

The investigating member should notify the receiving Property Division member in writing when marijuana may be the subject of a medical claim.

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434.5.2 PROPERTY DIVISION SUPERVISOR RESPONSIBILITIES

The Property Division supervisor should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed. The Property Division supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property Division supervisor should as soon as practicable return to the person from whom it was seized any usable marijuana, plants, drug paraphernalia, or other related property.

The Property Division supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Division supervisor.

434.6 MARIJUANA PARAPHERNALIA

Any device used for the consumption of medical marijuana shall be considered legal to be sold, manufactured, distributed, and possessed. No merchant, wholesaler, manufacturer, or individual may unduly be harassed or prosecuted for selling, manufacturing, or possession of medical marijuana paraphernalia. Officers will presume that paraphernalia commonly used in smoking marijuana to be that which is medical in nature and no prosecution shall be made. Other paraphernalia present with other non-marijuana derived drug residue will still be prosecuted as allowed for by Oklahoma statutes and City of Sand Springs ordinances.

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Stolen Vehicle Recovery

435.1 PURPOSE AND SCOPE

This policy provides guidance for recovering vehicles reported stolen locally, and from other jurisdictions.

435.2 POLICY

It is the policy of the Sand Springs Police Department to ensure that the owners of vehicles reported as stolen and recovered by our members are contacted and the vehicle returned as soon as possible. Every attempt will be made to return a stolen vehicle to its rightful owner when recovered.

435.3 DEFINITIONS

LOCAL RECOVERY - A vehicle reported as stolen where Sand Springs Police Department took the original report

OUTSIDE RECOVERY - A vehicle reported as stolen where another jurisdictional authority took the original report

SUSPECTED STOLEN - a vehicle that appears to be stolen (e.g., the column is popped, keys are in the vehicle, or the ignition is stripped out) but has not yet been reported as such

435.4 RECOVERY OF VEHICLE - LOCAL RECOVERY

When a member recovers a vehicle reported as stolen locally, they shall report to the scene of the recovery and the following guidelines shall be employed when completing the investigation:

a) Members will verify the vehicle identification number (VIN) and tag number through the Communications center and, if applicable, will process the vehicle for evidence.

b) Members will contact the Communications Center to provide recovery information. Members will also attempt to contact the owner and will document this in the efforts in their report.

- If contact is made, advise the owner of the condition of the vehicle. If inoperable, the owner will have the option of having the vehicle towed or leaving it at the scene. The decision may be made either at the time of the telephone call or after the victim arrives at the scene.
- If contact with the owner was not made, the Communications center will continue to attempt to contact the owner by telephone for the remainder of the shift. If recovered near the end of the shift, have the next shift continue to attempt to contact the owner by telephone.
- If contact with the owner is not made, the Detective Division will notify the owner/victim in writing that the vehicle has been recovered and towed.

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c) Members will complete a Supplemental Report using the incident number from the original report detailing the recovery information. Members will complete any suspect data entry if suspect information is available. The following information should be included in the report:

- Vehicle year, make and model
- VIN and Tag number
- Date, time and location of recovery
- Disposition of vehicle (towed, returned to owner, etc)
- Condition of the vehicle. Detail any missing parts (stereo, battery, etc.) in the report. If the vehicle has been stripped specify the major parts that are missing.
- Circumstances of the recovery, any property recovered from the vehicle, and the reason(s) the vehicle was towed (if applicable).

d) Members will only tow the vehicle if the owner cannot be contacted and in compliance with 502 Vehicle Towing. Members will not place holds on recovered vehicles unless the VIN has been altered or removed or the vehicle qualifies for confiscation, or if there is evidence the vehicle has been used in another serious crime.

e) If the vehicle is being recovered from SSPD contracted wrecker service, ensure that the recovery location listed in the Supplemental Report is the location from which the vehicle was towed. Members will not remove a stolen vehicle from a private towing facility when the vehicle has been legally towed by that company.

435.5 RECOVERY OF VEHICLE - OUTSIDE RECOVERY

When a member recovers a vehicle reported as stolen from another jurisdiction, they shall report to the scene of the recovery and the following guidelines shall be employed when completing the investigation:

a) Verify the VIN and tag number through NCIC. Upon verifying that the vehicle is stolen, complete a report listing the crime type as **86R Public Peace Rec Other Ag - Recovered Stolen Vehicle** Include as much information as possible concerning the circumstances of the theft (i.e., victim’s name, address, location of occurrence, etc.).

b) List the reporting agency (ORI) as the victim. If there are missing parts or has been stripped specify the parts that are missing in the report.

c) Process the vehicle for evidence. Complete suspect data entry if suspect information is available.

d) Complete a vehicle tow form and and cause the vehicle to be towed. List any property or valuables recovered from the vehicle on the vehicle tow form. Turn in all property or valuables recovered from the vehicle to the property room.

e) If the vehicle is being recovered from a SSPD contracted wrecker service, ensure that the recovery location is listed as the location from which the vehicle was towed. Members will

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not remove a stolen vehicle from a private towing facility when the vehicle has been legally towed by that company.

f) Scan all teletypes from the reporting agency in reference to the recovery and the disposition of the vehicle and save it to the case file.

435.6 RECOVERY OF VEHICLE - SUSPECT AS STOLEN

When a member recovers a vehicle suspected as stolen as evidenced by reasonable suspicion (e.g., the column is popped, keys are in the vehicle, or the ignition is stripped out) but has not yet been reported as stolen, the following guidelines shall be employed when completing the investigation:

a) If a vehicle is being towed in accordance with 502, Vehicle Towing, and also appears to be stolen

- Complete a local records and stolen check to determine if the vehicle has been reported stolen previously.
- Attempt to contact the registered owner.
- Complete a report leaving the crime type blank and describe the vehicle and the circumstances of the tow.

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Chapter 5 - Traffic Operations

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Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Sand Springs Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic collisions, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic collisions are a valuable resource. Factors for analysis include, but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic collisions, and also will consider the hours and locations where traffic collisions tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic collisions frequently occur.

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500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic collisions (22 O.S. § 1115.1; 22 O.S. § 1115.1A).

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a non-hazardous, non-moving or minor violation was inadvertent.

500.4.2 CITATIONS

Generally, citations should be issued when a member believes it is appropriate. A citation shall be issued to release a person who is arrested solely for a misdemeanor violation of a state traffic law or a municipal traffic ordinance, if (11 O.S. § 27-117; 11 O.S. § 27-117.1; 11 O.S. § 28-114.1; 22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma or another state that is a participant in the Nonresident Violator Compact or any party jurisdiction of the Nonresident Violator Compact.

(b) The officer is satisfied as to the identity of the arrested person.

(c) The arrested person signs a written promise to appear, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) The violation does not constitute an offense for which a physical arrest should be made.

When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, the arresting officer shall include on the citation:

- An explanation of the violation or charge.
- The court appearance procedure, including the optional or mandatory appearance by the motorist.
- A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- Notice that failure to timely appear for arraignment will result in the suspension of his/her driving privilege and driver license in Oklahoma or, for nonresidents, pursuant to the Nonresident Violator Compact (47 O.S. § 790).

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

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(a) A felony.

(b) Negligent homicide.

(c) Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) Eluding or attempting to elude a law enforcement officer.

(e) Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.

(f) An arrest based upon an outstanding warrant.

500.4.4 PUBLIC CARRIERS AND COMMERCIAL VEHICLES

Public carriers, commercial vehicles and other vehicles for which a commercial driver license is required should be handled in accordance with state law, which may include issuance of citations, warnings or other appropriate actions.

500.4.5 ANNOTATED OR MULTIPLE CITATIONS

All violations should be annotated unless the member believes a single citation is sufficient.

Multiple or stacked violations/citations should only be utilized when the violations are flagrant or the offender has repeatedly disregarded previous notifications of violations.

500.4.6 GRACE PERIOD

A grace period of no more than 30 days should be observed when a new law is implemented or when a traffic control device is installed, unless the violation is flagrant or dangerous.

500.4.7 PEDESTRIANS, BICYCLES OR NON-REGISTERED CONVEYANCES

Violations of traffic laws involving pedestrians, bicycles or other non-registered conveyances should be cited based upon local ordinances. The age and ability of the pedestrian, bicycle rider or other user should be considered in issuing citations.

500.5 SUSPENDED OR REVOKED LICENSES

If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

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500.6.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic collision investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE
High-visibility vests shall be maintained and readily available in every patrol and investigation vehicle, and in the gear bag of each patrol bicycle. Each vest should be in a serviceable condition.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Quartermaster should be promptly notified whenever the supply of vests needs replenishing.

500.7 HAZARDOUS CONDITIONS
Officers encountering hazardous road conditions should assess the severity of the hazard and take appropriate action, including but not limited to:

(a) Notifying the department responsible for maintaining that section of the road.

(b) Removing the hazard from the roadway if possible to do so in a safe manner.

(c) Placing a warning device around the hazard to warn oncoming traffic.

(d) When practicable, and safe to do so, positioning a patrol car to warn oncoming traffic and direct the traffic around the hazard.

500.8 VEHICLE CHECKPOINTS
The Patrol Division Commander may establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by supervising officers. Guidelines for checkpoints should include, but are not limited to:

(a) Reasonable location and duration.

(b) Neutral criteria for stopping motorists.

(c) Clear indicators of the official nature of the checkpoint.

(d) Clearly identified officers and equipment.

(e) Adequate safety precautions.

(f) Minimal detention of motorists.

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(g) Advance public notice.

500.9 TRAFFIC STOPS

Officers shall perform traffic stops only when there is an articulable reason to do so. The safety of the officer, the driver of the vehicle and the public shall be considered prior to the conducting a traffic stop.

Traffic stops should be performed by a uniformed on-duty officer.

Officers initiating a traffic stop shall follow department-approved safety procedures, including but not limited to:

(a) Contacting dispatch regarding the location, vehicle description and registration and occupants prior to the stop.

(b) Activating the emergency lights and siren.

(c) Escorting the vehicle to a tactically safe location to conduct the stop.

(d) Positioning the department vehicle to maximize officer safety.

(e) Approaching the vehicle and interacting with occupants in accordance with department-approved procedures.

(f) Calling for backup when warranted.

500.10 TRAFFIC CONTROL

Members of the Sand Springs Police Department may control traffic using department-approved temporary traffic control devices and uniform hand signals and gestures for manual traffic direction:

(a) At public events.

(b) At the scene of traffic collisions.

(c) At the scene of fires or other emergencies.

(d) During periods of adverse road and/or weather conditions.

(e) When circumstances warrant the manual operation of traffic control devices.

(f) As required by other road or traffic conditions.

500.11 ESCORT SERVICES

All requests for escort services provided by the Sand Springs Police Department shall be approved by the Chief of Police or the authorized designee.

If a request is granted, the Patrol Division Commander shall be responsible for:

(a) Identification of required department resources.

(b) Coordination with outside agencies.

(c) Identification of safety and security risks.

(d) Reasonable precautions to ensure public safety.

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Only vehicles equipped with emergency lights and sirens shall be used to provide escort services.

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Traffic Collisions

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic collisions.

501.2 POLICY

It is the policy of the Sand Springs Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report , if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:
    1. A life-threatening injury.
    2. A fatality.
    3. A City vehicle involved.
    4. A City official or employee involved.
    5. Involvement of an on- or off-duty member of this department.

(b) Is within another jurisdiction and there is:
    1. A City of Sand Springs vehicle involved.
    2. A City of Sand Springs official involved.
    3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.

(d) The potential for involvement of hazardous materials.

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(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

(g) Control of property belonging to collision victims. If the vehicle is towed at the direction of the member, property will be handled in accordance with the Vehicle Towing and Property Division policies.

501.4 NOTIFICATION

If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Shift Supervisor. The Shift Supervisor or any supervisor may assign a traffic investigator, M.A.I.T. or other appropriate personnel to investigate the incident. The Shift Supervisor will ensure notification is made to the Patrol Division Commander, department command staff and City Manager in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

A written collision report shall be taken when:

(a) A fatality, any injury (including complaint of pain) or total property damage of $500 or more is involved (47 O.S. § 40-102).

(b) Driving under the influence or hit-and-run is involved.

(c) An on-duty member of the City of Sand Springs is involved.

(d) The collision results in any damage to any City-owned or leased vehicle.

(e) The collision involves any other public agency driver or vehicle.

(f) There is damage to public property.

(g) There is damage to any vehicle to the extent that towing is required.

(h) Prosecution or follow-up investigation is contemplated.

(i) Hazardous materials are involved.

(j) The persons in the collision are involved in a disturbance.

(k) The collision results in major traffic congestion.

(l) Directed by a supervisor.

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(m) Any party involved in the collision or parent if a driver is under the age of 18, requests that a collision report be made; regardless of the amount of damage.

501.5.1 PRIVATE PROPERTY
Generally, reports should not be taken when a traffic collision occurs on private property unless it involves an injury or fatality, a hit-and-run violation or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

501.5.2 CITY VEHICLE INVOLVED
A traffic collision report shall be taken when a City vehicle is involved in a traffic collision that results in property damage or injury.

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Division Commander. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

501.6 COLLISION REPORT WAIVER
A citizen who is involved in a collision may request that they be allowed to sign a waiver and that no investigation be conducted. A waiver will not be granted in the following circumstances:

1. A fataility is involved
2. A serious injury is involved
3. A juvenile is driving and no parent is present to sign the waiver.
4. Government property is damaged.
5. Private property is damaged and the owner is not present to sign the waiver
6. One or more paries in the collision wish the collision to be investigated.
7. Any circumstance in which the officer feels justice is better served by an investigation being conducted.

If no collision investigation report is prepared, no citations or arrests may be made.

If a waiver is prepared, all parties will be presented a copy.

Under no circumstances will a citizen be discouraged from requesting a collision report and investigation to be conducted, including informing the parties that enforcement action will occur.

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501.7 INVESTIGATION

When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms .

501.8 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.9 REPORTS

Department members shall utilize forms approved by the DPS as required for the reporting of traffic collisions. All such reports shall be forwarded to the Patrol Division for approval and filing.

Upon completion of a call involving a collision, the officer will attach a copy of either a collision report or a waiver to the case in the Sand Springs Police Department records system.

501.9.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.9.2 PATROL DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Patrol Division Commander include, but are not limited to:

(a) Ensuring that reports of traffic collisions are forwarded to the DPS pursuant to 47 O.S. § 40-102.

(b) Ensuring the monthly and quarterly reports on traffic collision information and statistics are forwarded to the Patrol Division Commander or other persons as required.

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501.10 M.A.I.T CALL OUT PROCEDURE

Investigating Fatality Collisions or Collisions with personal injuries that create a substantial risk of death requires specialized training. Therefore, Officers of the Major Accident Investigation Team who are trained in Advanced Traffic Collision Investigation shall be assigned to investigate all Collisions involving Fatalities, Personal Injuries creating a substantial risk of death, and injury collisions involving City of Sand Springs Vehicles.

State Statute 47 O.S. § 10-104 (B) directs that, "Any Driver of any vehicle involved in a Collision who could be cited for any Traffic Offense, where said collision resulted in the immediate death of any person, shall submit to Drug and Alcohol Testing as soon as practical after such collision occurs. The Traffic Offense Violation shall constitute Probable Cause for purpose 47 O.S. § 752.The procedures found in Section 752 of Title 47 shall be followed to determine the presence of Alcohol or Controlled Dangerous Substance within the Driver's Blood System."

DEFINITIONS:

Advanced Traffic Investigator (A.T.I.): Officers who have received advanced traffic collision training (Basic & Advanced Traffic Investigator School By C.L.E.E.T., I.P.T.M., NORTHWEST TRAFFIC, T.P.D, OR EQUIVALENT). Advanced Traffic Investigators assigned to Fatality Collisions must have a current assignment to the Major Accident Investigation Team.

Fatal Traffic Collisions: A collision in which death occurs as a proximate result of injuries sustained during the collision.

Major Accident Investigation Team: A Department Organization who's Officers are trained in Advanced Traffic Collision Investigation for the purpose of Investigating Fatality Collisions, Collisions resulting in injuries creating a substantial risk of death, and injury Collisions involving City of Sand Springs Vehicles.

M.A.I.T. Supervisor: The Current assigned supervisor of the Major Accident Investigation Team or his designee.

M.A.I.T. Call Out List: A list compiled by the Patrol Division Commander of the current members of the Major Accident Investigation Team.

PROCEDURES:

Responding Officers should assess the scene and administer first aid, if applicable. Request supplemental services as needed (i.e., EMS., S.S.F.D., Wrecker Services, O.N.G., P.S.O., ECT.).

Officers should have a supervisor contact the O.D.O.T. through dispatch when a collision involves damage to a guardrail, causes highway or interstate to be closed to traffic, or damages the roadway itself.

The responding Officer will contact a Field Supervisor if the collision is a Fatality, a collision requiring higher traffic investigative skills and calculations (i.e. Falls or Vaults), involves personal injuries that create a substantial risk of death, or is a serious injury collision involving a City of Sand Springs Vehicle

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Any driver, whether at fault or not, involved in a Fatality Collision who could be cited for any moving traffic offense will be tested for Drugs and Alcohol utilizing procedures set forth in 47 O.S. § 752.

Field Supervisors shall contact an On-Duty M.A.I.T. Investigator (A.T.I.) when any collision occurs that they believe that an A.T.I.'S assistance would be appropriate. If there is not an On-Duty M.A.I.T. Investigator then the M.A.I.T. Supervisor is to be contacted. If the M.A.I.T. Supervisor is unavailable contact shall be made with his designee or the next available Team Member on the Call Out List.

If the Traffic Collision is a Fatality or involves personal injuries that create a substantial risk of death the Shift Supervisor, On-Duty M.A.I.T. Investigator, or the M.A.I.T. Supervisor will request dispatch contact all members of the Major Accident Investigation Team by the Paging System. The M.A.I.T. Supervisor will notify the Detective Division when a Hit and Run Collision (10-79) involves a Fatality or personal injuries that create a substantial risk of death.

To protect the scene and eliminate the potential for additional collisions, Field Supervisors will establish a perimeter, request additional units for traffic control if necessary, and direct emergency services to the proper location insuring the scene is not destroyed or contaminated. The Scene will be treated like any other Crime Scene and held until the appropriate personnel arrive.

An on-scene M.A.I.T. Investigator can request additional M.A.I.T. members to assist when needed with a collision. If there are no on-duty M.A.I.T. members available, Dispatch will notify the M.A.I.T. Team Supervisor. The M.A.I.T. TeamSupervisor will assign additional M.A.I.T. members.

Upon arrival, A.T.I.'S of M.A.I.T. shall assume control of the Investigation. Field Supervisors will maintain control of the scene unless relieved by the M.A.I.T. Supervisor. A.T.I.'S shall be responsible for examining and locating, by measurements, physical evidence in the roadway, and for examining and noting vehicle damage. A.T.I.'S will be responsible for contacting crime scene detectives.

Field officers will assist in the investigation by identifying and isolating drivers and witnesses, obtaining Witness Statements on State Collision Report Forms, and performing other tasks as requested by the M.A.I.T. Investigator. Officers should encourage witnesses to remain at the scene until the M.A.I.T. Investigator arrives.

The Field Supervisor in charge of the scene shall ensure dispatch notifies the Medical Examiner (M.E.). In cases of heavy traffic or no evidence of foul play, the M.E. may allow the A.T.I./M.A.I.T. Investigator to have the body removed and meet at the Hospital or at the M.E.'S Office. If the M.E. elects to come to the scene, it must be held intact until the M.E. authorizes the removal of the body.

The Public Information Officer (P.I.O.), or person releasing the information, shall be notified as soon as practical or before the A.T.I./M.A.I.T. Investigator goes off-duty. The Name(s) of the deceased shall not be released until notification has been made to the next of kin.

Provide the following information via inter-office correspondence for review by the Shift Commander and the Staff Duty Officer as well as the P.I.O. for use in drafting a news release.

A. Collision location.

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B. Number of vehicles involved

C. Name and age of victims and injured parties

D. Name and Relationship of the next of kin, if notified.

The Field Supervisor or A.T.I./M.A.I.T. Investigator may request a Police Chaplin to assist officers with notifying the next of kin

The Collision Report will not be turned in until it is completed. Partial Reports should be placed on the Server by the end of shift or before the A.T.I./M.A.I.T. Investigator goes off duty.

The investigating A.T.I./M.A.I.T. Investigator will be responsible for the entire investigation and will coordinate with the Detective Division in presenting charges to the District Attorney.

REGULATIONS:

The name (s) of the Deceased shall not be released until notifications have been made to the Next of Kin.

All completed Fatality Collision Reports must be signed by the M.A.I.T. Supervisor.

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Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The Sand Springs Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Communications to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (47 O.S. § 955).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard, the vehicle would be in jeopardy of theft or damage if left at the scene..

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not

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be responsible for theft or damages, and this may only be done with the approval of the Shift Supervisor.

502.5 CIRCUMSTANCES FOR TOWING VEHICLES

Officers are authorized to order towing of vehicles when (47 O.S. § 955):

(a) A report has been made that the vehicle has been stolen or taken without the consent of its owner or the officer has reason to believe the vehicle has been stolen pursuant to 47 O.S. § 4-105.

(b) There is reason to believe the vehicle has been abandoned as defined in 47 O.S. § 901 and 47 O.S. § 902.

(c) The person driving or in control of the vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested or summoned before a proper magistrate without unnecessary delay.

(d) At the scene of a collision, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

(e) The officer has probable cause that the person operating the vehicle has not been granted driving privileges or that the person's driving privileges have been suspended, revoked, canceled, denied or disqualified.

(f) The officer has probable cause that the vehicle has been used in the commission of a felony offense and the officer has obtained a search warrant authorizing the search and seizure of the vehicle.

(g) The officer has probable cause that the vehicle is not insured as required by the Compulsory Insurance Law of Oklahoma.

(h) The vehicle is involved in a fatal motor vehicle collision and is needed for evidentiary purposes.

(i) The vehicle is left unattended on any street, sidewalk, alley, or thoroughfare, and constitutes a hazard or obstruction to the normal movement of public transit along a rail fixed guideway.

502.6 RECORDS

Records Clerk members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a vehicle tow-in report. The report should be submitted to the Communication Center as soon as practicable after the vehicle is towed.

502.6.2 NOTICE OF TOW

As soon as practicable, and in any event within 72 hours of a vehicle being towed, the Records Clerk shall send a notice of tow to the Department of Public Safety. The notice shall include (47 O.S. § 903):

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(a) The name and address of the owner, if known.

(b) The date and location where the vehicle is stored.

(c) A description of the vehicle, including:

1. Make and model.

2. License plate number, registration number and vehicle identification number (VIN).

(d) The estimated value of the vehicle as determined by the officer who directed the impoundment.

502.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.7.1 ROTATION LOGS

The Department shall keep rotation logs on all requested tows as the City of Sand Springs has made the decision to regulate towing within it's jurisdiction.. Rotation logs shall be made available for public inspection upon request (47 O.S. § 952).

Calls made from cell phones or two-way radios by department members to any wrecker service shall be listed on the rotation or call logs and made available for public inspection.

A wrecker service shall not be removed from rotation without notification to the wrecker operator stating the reason for removal from the rotation log. A notification for removal from a rotation log shall be mailed to the wrecker service owner in accordance with City of Sand Springs regulation and shall state the procedure and requirements for reinstatement.

502.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the tow-in report . When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-

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party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping. Hazardous materials shall not be stored by the Sand Springs Police Department.

Any cash, jewelry or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property Division Policy. A property release information form should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the Vehicle Inventory report will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

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502.10 VEHICLE HOLDS

In the event an officer determines a need exists to place a hold on a vehicle other than for Title and Registration, the officer shall seek the authorization of the Detective Division Commander or in their absence the Detective Division Supervisor.

502.11 RELEASE OF IMPOUNDED VEHICLES

Vehicles impounded at the direction of officers shall not be released to an owner without proof of valid insurance or an affidavit of nonuse on the roadway. An impounded vehicle may be released to an insurer who accepts liability for the vehicle without proof of valid insurance or an affidavit of nonuse (OAC 595:25-7-2).

Members shall not authorize the release of vehicles when there is a legitimate reason to preserve the secured status of an impounded or stored vehicle, including but not limited to:

(a) Failure to pay taxes due to the state.

(b) Forfeiture proceedings under the Uniform Controlled Dangerous Substances Act (63 O.S. § 2-506).

(c) Evidentiary proceedings.

(d) Failure to provide proof of insurance.

(e) The vehicle was used in the commission of a felony offense (47 O.S. § 955).

In the event an officer determines a need exists to preserve the secured status of an impounded or stored vehicle, the officer may direct the operator of the towing service or storage facility to place a hold on the vehicle.

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Vehicle Tow Hearings

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for vehicle tow hearings.

503.2 POLICY

When a vehicle is towed at the direction of any member of the Sand Springs Police Department, a hearing will be conducted upon request pursuant to 47 O.S. § 903A.

503.3 HEARING OFFICER

The Services Division Commander will act as a hearing officer when the decision of a member to tow a vehicle is contested. The hearing officer in any case must be a person other than the member who directed the vehicle to be towed.

503.4 HEARING PROCESS

The registered or legal owner of the vehicle or his/her agent may request a hearing when a vehicle is towed or stored at the direction of any member of the Sand Springs Police Department (47 O.S. § 903A).

A timely requested hearing shall be scheduled within 72 hours of the request, excluding weekends and holidays. If the registered or legal owner consents, the hearing may be conducted via a telephone/video conference call.

Any relevant evidence may be submitted and reviewed by the hearing officer to determine the validity of the tow or storage of the vehicle.

Failure of either the registered or legal owner, or his/her agent, to timely request (within 10 days of notice of tow) or to timely appear at a scheduled hearing shall be considered a waiver of and satisfaction of the hearing.

503.5 DECISION

After consideration of all the evidence, the hearing officer shall determine whether the Department has established the validity of the tow or storage by a preponderance of the evidence (47 O.S. § 903A).

(a) If a decision is made that reasonable grounds for the tow and storage have been established, the hearing officer shall advise the requesting party of the decision.

(b) If a decision is made that reasonable grounds for the tow or storage have not been established, the vehicle shall be released immediately. Towing fees and storage fees will be waived by the operator of the towing service or storage facility.

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503.5.1 DE NOVO HEARING

The owner of a stored vehicle may file a petition in the district court of the county where the vehicle is stored to conduct a de novo hearing and determine the validity of a tow and storage either in lieu of or after a department hearing (47 O.S. § 903A).

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Driving Under the Influence

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Sand Springs Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Oklahoma's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Patrol Division Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency (47 O.S. § 11-902d). Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The standard field sobriety tests (SFSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Oklahoma or another jurisdiction.

504.4 FIELD TESTS

The Patrol Division Commander should identify SFSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

504.4.1 SCREENING DEVICES

Screening devices may be used to detect the presence of alcohol or drugs in a person suspected of DUI. Members shall use approved devices in accordance with the rules prescribed by the Board of Tests for Alcohol and Drug Influence and have proper training, if required (OAC 40:55-1-1 et seq.; OAC 40:55-2-1 et seq.; OAC 40:10-5-1).

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The Patrol Division Commander shall establish procedures to properly maintain screening devices in accordance with the manufacturer's instructions (OAC 40:55-1-3; OAC 40:55-2-3).

504.5 CHEMICAL TESTS

A person is deemed to have consented to a chemical test or tests, and to providing the associated chemical sample, when the person has been arrested by an officer who has probable cause to believe that the person was operating or in actual physical control of a motor vehicle while DUI (47 O.S. § 751).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS

Officers arresting a person for DUI should read the implied consent advisory prior to administering a chemical test. If a blood sample will be requested, the officer shall inform the person that the withdrawal will be performed by authorized medical personnel (47 O.S. § 751).

504.5.2 BREATH SAMPLES

The Patrol Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Division Commander.

504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (47 O.S. § 752). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

All blood samples shall be collected, packaged and transferred as required by OAC 40:20-1-3.

In addition to the blood sample collected for analysis (referred to as the state's blood specimen), an additional and separate blood specimen of sufficient quantity to enable the person to have it tested at his/her own expense shall be collected at the same time, without any additional punctures, whenever possible, and by the same qualified person. This will be the retained blood specimen, and it should be retained by the laboratory for a minimum of 60 days from the date of the collection (47 O.S. § 752; OAC 40:20-1-3).

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

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504.5.4 ADDITIONAL TESTS

In addition to any test administered at the direction of an officer, a person arrested for DUI has the right to request an additional test be administered. The cost of the test shall be at the expense of the arrested person and a sufficient quantity of the additional specimen taken shall be available to the Sand Springs Police Department (47 O.S. § 751).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers shall:

(a) Advise the arrestee of the requirement to provide a sample.

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist and has probable cause to believe that the person arrested for DUI caused the death or serious physical injury of another person (47 O.S. § 753). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from a collision investigation or medical treatment of the person.

504.6.2 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

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(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report .

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

504.7 RECORDS CLERK RESPONSIBILITIES

The Detective Division Commander will ensure that:

(a) All case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

(b) A copy of the report is forwarded to the Department of Public Safety DPS within 72 hours (47 O.S. § 754).

(c) All DUI arrests are entered into the Oklahoma impaired driver database (11 O.S. § 34-108; 47 O.S. § 11-902d).

504.8 ADMINISTRATIVE HEARINGS

The Detective Division Commander will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

504.9 MEDICAL CARE

Officers should take a person arrested for DUI to be medically evaluated if the person is:

(a) Vomiting.

(b) Talking incoherently.

(c) Unconscious.

(d) Unable to stand.

(e) Showing a blood alcohol level of .24 or higher.

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Traffic and Parking Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

505.2 POLICY

It is the policy of the Sand Springs Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

505.3 RESPONSIBILITIES

The Court Clerk shall be responsible for the supply and accounting of all traffic and parking citations numbers issued to members of this department. Citations numbers will be issued to members by the Court Clerk staff in the digiTicket system.

Members of the Sand Springs Police Department shall only use department-approved traffic and parking citation forms.

505.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Clerk should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

505.4 TRAFFIC CITATIONS

505.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and a letter to his/her immediate supervisor requesting a specific correction. Once approved, the citation and letter shall then be forwarded to the Records Clerk. The Detective Division Commander or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the citation recipient in writing. Citations and warnings may be modified or corrected by the officer at any time before being uploaded into the system.

505.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Clerk.

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505.4.3 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Patrol Division Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Patrol Division Commander may request the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Division Commander for review.

505.4.4 DISPOSITION

All traffic citations issued by members of this department shall be reviewed by the member's immediate supervisor by the end of each shift. The citation shall then be filed with the Records Clerk, and Court Clerk.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Records Clerk.

505.4.5 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

505.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law.

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Confiscation of Vehicles or Plates for Fail to Insure a Motor Vehicle

506.1 POLICY

The State of Oklahoma in attempt to reduce the number of uninsured vehicles has required certain actions by law enforcement. It shall be the policy of the Sand Springs Police Department to support this effort with strict enforcement related to uninsured vehicles. The following procedures will detail the available methods for dealing with these situations and processing the confiscated items after enforcement actions have been taken.

506.2 SUMMARY

Procedures for confiscating a license plate for per 47 O.S. § 7-606.

506.3 PROCEDURES

An officer who encounters an owner or operator who fails to comply with the Compulsory Insurance Law outlined in state statute 47 O.S. § 7-606 may:

(a) Seize the vehicle being operated by the person and cause the vehicle to be towed and stored, if the officer has probable cause to believe that the vehicle is not insured as required by the Compulsory Insurance Law of this state, **OR**

(b) Seize the license plate of the vehicle and issue the citation to the vehicle operator, provided that the vehicle is in a drivable condition at the time of issuing the citation. A copy of the citation retained by the owner or operator of the vehicle shall serve as the temporary license plate of the vehicle for up to ten (10) consecutive days after the issuance of the citation. After ten (10) working days, the vehicle shall not be used until the vehicle operator or owner completes the requirements to retrieve the license plate.

The Sand Springs Police Department will accept the following forms of proof as valid insurance:

(a) A security verification issued by the insurance company.

(b) A fax or computer generated document issued by the insurance company stating that insurance is currently in effect.

(c) An electronic document on a smart phone app documenting insurance.

(d) A phone call made by the officer to the insurance company verifying coverage.

(e) Verification by means of the OLETS system.

(f) Any other means by which an officer can reasonably verify coverage.

An officer who doubts the validity of a verification presented my conduct a reasonable investigation on scene. If this investigation becomes intrusive in the amount of time required, the violator will be released with no citation or seizure of their tag. If it is found to be fraudulent at a later time, an offense report will be generated for prosecution.

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Confiscation of Vehicles or Plates for Fail to Insure a Motor Vehicle

If a vehicle is towed and stored, all provisions of Sand Springs Police Department Policy 502 Vehicle Towing will be followed. If the vehicle is towed, the plate will not be seized.

If the license plate is seized from the vehicle, the officer will:

(a) Issue a citation for No Insurance - 47 O.S. § 7-606.A.1 and give the violator a copy of the Insurance Enforcement FAQ Sheet.

(b) Inform the violator that if, within 24 hours of the tag seizure, they can show proof of insurance was in effect at the time of the tag seizure, they may bring the verification to the Sand Springs Police Department and an officer will return their tag. Inform the violator that this is a courtesy our department has chosen to make available and not a requirement of the law.

(c) Take the plate off of the vehicle and replace with a yellow temporary tag after filling out the face of the tag with the applicable information.

(d) If it is not feasible to take the tag off of the vehicle, the vehicle should be towed instead of seizing the plate.

(e) The officer seizing the tag will place the tag in a manila envelope. The officer will also note the tag number, date and time seized on the outside of the envelope.

(f) The officer will complete the Tag Seizure Form and make two copies. The officer will also make two copies of the related citation. One set of copies will be placed in the citations box for filing by the records division, and one set of copies will be stapled onto the manila envelope with the seized tag.

(g) After 24 hours, the detective division will cause the seized tag to be taken to the Municipal Court Clerks Office for filing and disposition.

(h) If a tag has been returned to a violator as outlined in this policy, the employee returning the tag will make a photocopy of the proof of verification and place it with the citation. The Detective Division Commander will take this to the Sand Springs Court Clerk who will then cause the citation to be dismissed.

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Disabled Vehicles

507.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Sand Springs Police Department.

507.2 POLICY

It is the policy of the Sand Springs Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

507.3 RESPONSIBILITIES

When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another department member to respond as soon as practicable.

507.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

507.4.1 MECHANICAL REPAIRS

Department members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, to relocate vehicles to a position of safety is not considered a mechanical repair, and should only be attempted with consent of the owner, and when the disabled vehicle constitutes a traffic hazard or is a safety concern,. No attempt shall be made to push start a vehicle.

507.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

507.4.3 RELOCATION OF MOTORIST

The relocation of a motorist with a disabled vehicle should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the motorist or transport him/her to a safe area to await pickup.

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507.4.4 OTHER ASSISTANCE

Members who come into contact with motorists in need of medical assistance should provide assistance in accordance with the Medical Aid and Response Policy.

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Sand Springs Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.
3. Documentation of any pertinent information including:
   (a) The weather and environmental conditions.
   (b) Events associated with the incident.
   (c) The officer’s factual observations.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any photographs, sketches or use other methods necessary to record the crime scene.

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7. Take any appropriate law enforcement action, including but not limited to apprehending suspects.
8. Complete and submit the appropriate reports and documentation.
9. Assist in the prosecution of the case.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4.2 STATUTORY AUDIO/VIDEO RECORDING REQUIREMENTS

Any custodial interrogation conducted at a law enforcement facility of any person suspected of having committed a homicide or a felony sex offense shall follow the direction in this policy for the recording of any violent offense. Additionally, in these cases (22 O.S. § 22):

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(a) Officers are required to make an audio/video recording when feasible rather than just an audio recording.

(b) Officers are required to record the making of any signed or written statement obtained.

(c) Obtaining a recording is mandatory, except when:

1. There was an equipment malfunction and replacement equipment was not immediately available.
2. There was a good faith, inadvertent failure to operate recording equipment properly.
3. The recording equipment malfunctioned or stopped recording without the officer's knowledge.
4. The suspect affirmatively asserted the desire to speak without being recorded.
5. Multiple interrogations took place simultaneously that exceeded the available recording capacity.
6. A statement was made spontaneously and not in response to interrogation.
7. A statement was made during questioning that was routinely asked during booking.
8. The statement was made at a time the officer was unaware of the suspect's involvement in a homicide or a felony sex offense.
9. Exigent circumstances made recording impractical.
10. At the time of the interrogation, the officer, in good faith, was unaware of the type of offense involved.
11. The recording was damaged or destroyed without bad faith.
12. Other unusual circumstances occurred that may reasonably have prevented a recording from being obtained.

The Detective Division supervisor should verify these recordings are being addressed appropriately in the department's retention schedule and property storage procedures (22 O.S. § 22).

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

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2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

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600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, including, but not limited to, offenses defined in Title 21, Chapter 45 of the Oklahoma Statutes Annotated.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Sand Springs Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community. Officers will provide assistance and handouts as listed below:

1. DVIS information sheet
2. Victim's rights handout
3. Safeline handout
4. emergency temporary order of protection .

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

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(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Division Commander should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.6 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

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601.7 PROCEDURES

Determine if the victim is in need of immediate medical attention. If there is no medical emergency, transport the victim to the SANE facility for police investigation. Victims requesting an examination without a police investigation will be provided with a DVIS information sheet or Victim's rights handout , and the Safeline handout and advised to call DVIS/Call Rape. No police report is required at this time, however, the victim should be advised that failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant. Officers shall not discourage victims from requesting a police investigation and report.

Advise the victim that their clothing may be collected as evidence. If the victim does not bring a change of clothing to the hospital, DVIS/Call Rape will provide clothing at the SANE facility.

If possible, do not allow the victim to bathe, smoke, drink, or use the restroom prior to the exam. If the victim has done any of these activities prior to the exam, document the activity in the Incident Report. Only obtain basic information in reference to the assault as the victim will be interviewed more in-depth by both the SANE nurse and a detective. Victims should never be asked to complete a witness statement during the initial investigation unless directed by a detective.

Contact Dispatch and request that DVIS/Call Rape be notified. Inform the dispatcher of the victim's estimated time of arrival at the SANE facility.

If the victim of rape or forcible sodomy requests a petition for an emergency temporary order of protection , the officer making the preliminary investigation will provide the petition and, if necessary, assist the victim in completing the petition form. Immediately notify a district court judge of the request and describe the circumstances.

Inform the victim whether the judge has approved or disapproved the emergency temporary order. Upon approval, provide the victim with a copy of the petition and the written statement.

Ensure the victims are given written notice of their rights, including the telephone number of the twenty-four-hour statewide hotline established by the Office of the Attorney General by providing them with the DVIS information sheet or Victim's rights handout , and the Safeline handout .

Officers will secure and preserve the crime scene and contact a Crime Scene Detective to process the scene. Ensure that each individual who collects evidence marks it and includes the date, time, and location of recovery.

If an adult victim is treated and released from another hospital and a sexual assault exam is required, transport the victim to the SANE facility.

If the victim is admitted to a hospital other than where the SANE facility is located, the SANE nurse will conduct the examination on-site.

Receive the Sexual Assault Information Forms from the SANE nurse (or from emergency room personnel). Ensure that the victim (the parent or the guardian if the victim is a juvenile), the SANE nurse (or the physician completing the exam), and the officer have all signed the *AUTHORIZATION FOR EXAM* portion of the *Sexual Assault Information Form*.

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Receive the Sexual Assault Evidence Collection Kit and any other evidence from hospital personnel. If the victim's clothing was recovered, each piece of clothing must be packaged separately. The SANE nurse will seal the panties/briefs separately in the kit.

Do not place clothing in the evidence collection kit. Clothing should be collected in individual paper sacks and sealed with tape. Never use plastic bags to collect evidence of sexual assault. Sign and date the sealed Sexual Assault Evidence Collection Kit and any additional packages.

If blood and/or urine were collected for Drug Facilitated Sexual Assault analyses, the specimens require specific handling. The sample container or tubes padded with paper towels containing urine must be placed in a paper bag and sealed with tape. The seal must be signed and dated. The bag must be clearly marked "Contains Urine–Store in Freezer." The tubes containing blood must be padded with paper towels, placed in a paper bag, and sealed with tape. The seal must be signed and dated, and the bag must be clearly marked "Contains Blood–Store in Refrigerator."

Sign the white copy of each *Sexual Assault Information Form*. Turn in each white copy of the *Sexual Assault Examination Form* with the Incident Report to the Records Section prior to the end of the shift.

Turn in the Sexual Assault Evidence Collection Kit, and any other evidence, to the property room as soon as possible.

Each *Sexual Assault Information Form (white)* will share the same case file number as the original Incident Report.

Officers called to pick up a SANE exam without a police report shall turn in the Sexual Assault Evidence Collection Kit to the Property Room, as outlined in 802 Property Division and the Evidence Submittal Guide. On the Property Receipt mark the kit "Hold for SANE" and document the SANE exam number in the description.

601.8 REGULATIONS

Sexual Assault Evidence Collection Kits and/or the victims will not be left at the SANE facility to be picked up by another officer when the exam is completed.

If an officer is assigned the call late in the shift, a supervisor may assign another officer to relieve the originally assigned officer.

Officers shall not examine victims of any age for evidence of sexual assault or sexual abuse.

All adult and juvenile victims of sexual assault will be examined at the Sexual Assault Nurse Examiner (SANE) facility, currently located at Hillcrest Hospital, 1120 South Utica Avenue. The circular drive on South Utica Avenue has been designated for use by officers and victims.

601.9 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Communications, should be the health and safety of the victim, the preservation of evidence and

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preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews (21 O.S. § 142C-3).

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).

Victims should be apprised of applicable victim's rights provisions, as outlined in 318 Victim and Witness Assistance Policy.

601.10 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.10.1 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

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Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.10.2 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following:

(a) A sexual assault evidence kit, or other DNA evidence if a kit is not collected, should be submitted to the appropriate laboratory for forensic testing within 20 days after receipt unless the victim requests that the sexual assault evidence kit not be tested (74 O.S. § 150.28b).

(b) Use trackable sexual assault evidence collection kits that comply with the requirements of the statewide electronic tracking system (74 O.S. § 150.28a).

(c) Additional guidance regarding evidence retention and destruction is found in 802Property Division Policy.

601.11 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective DivisionCommander.

Classification of a sexual assault case as unfounded requires the Detective DivisionCommanderto determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.12 CASE REVIEW

The Detective DivisionCommandershould ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Sand Springs Police Department seizes property for forfeiture or when the Sand Springs Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - May include the following:

(a) Proceeds from misdemeanors or felonies under Oklahoma law or equivalent out of state offenses (21 O.S. § 2001; 21 O.S. § 2002).

(b) Property forfeitable for violations of the Oklahoma Uniform Controlled Dangerous Substances Act including (63 O.S. § 2-503):

1. Containers used or intended to hold a controlled substance.
2. Conveyances used to transport, conceal or cultivate controlled substances for distribution.
3. Things of value furnished or intended to be furnished in exchange for a controlled dangerous substance.
4. Real property used to commit a controlled substance offense that is punishable by more than one year imprisonment.
5. Weapons used to facilitate controlled substance violations.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Sand Springs Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution

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of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

It is the policy of the Sand Springs Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property seized under the authority of a valid court order.

(b) Property subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act may be seized without a court order when (63 O.S. § 2-504):

1. The seizure is incident to arrest or other lawful evidence collection.
2. Probable cause exists to believe the property is dangerous to the health or safety of the public.
3. Probable cause exists to believe the property is subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act and that a nexus between the property and the Act's violation can be articulated.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds

(b) Property where there is reason to suspect the owner was not consenting or aware of the relation of the property and the offense (21 O.S. § 2002; 63 O.S. § 2-503)

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized.

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When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.”

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property Division supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the provisions of the Oklahoma Uniform Controlled Dangerous Substances Act pursuant to 63 O.S. § 2-503 et seq., the forfeiture of unlawful proceeds under 21 O.S. § 2002 and the forfeiture policies of the forfeiture counsel.

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(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized (63 O.S. § 2-507).

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.

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5. All changes to forfeiture status are forwarded to the property officer.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Sand Springs Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures (63 O.S. § 2-506).

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use.

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Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Sand Springs Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Sand Springs Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Sand Springs Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile's parents or legal guardians

(b) The juvenile's attorney, if any

(c) The court in which the juvenile's case is being handled, if applicable

(d) The Chief of Police or the authorized designee

During an operation in which a juvenile is being used, an officer should maintain visual or auditory observation of the juvenile informant. An officer shall be assigned to the juvenile and shall remain in close enough proximity to the juvenile to intervene for his/her protection, based upon the type of operation involved.

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603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement . The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Street Crimes supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Reasonable steps shall be taken to ensure the security and safety of informants, including, but not limited to:

1. Meetings and transactions with the informant should include precautions that minimize the probability of revealing the informant's identity to subjects of the investigation.

2. If the informant's identity is revealed or suspected to have been revealed and there is a threat of violence or harm against the informant, the Sand Springs Police Department will take appropriate and reasonable action to mitigate the threat.

(c) Criminal activity by informants shall not be condoned.

(d) Informants shall be told they are not acting as police officers, employees or agents of the Sand Springs Police Department, and that they shall not represent themselves as such.

(e) The relationship between department members and informants shall always be ethical and professional.

(a) Members shall not become intimately involved with an informant.

(b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Street Crimes supervisor.

(c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Street Crimes supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

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(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Street Crimes Unit. The Street Crimes supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Street Crimes supervisor or their authorized designees.

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The Detectives Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Street Crimes supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

(m) Criminal history

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant’s personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity

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- The level of risk taken by the informant

The Street Crimes supervisor will discuss the above factors with the Patrol Division Commander and recommend the type and level of payment, subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from the Street Crimes buy/expense fund.

1. The Street Crimes supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
4. Authorization signatures from the Chief of Police and the City Manager are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include:
   (a) Date.
   (b) Payment amount.
   (c) Sand Springs Police Department case number.
   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant’s file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

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In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS

The Street Crimes supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Sand Springs Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detective Division Commandershall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (22 O.S. § 21):

(a) The date, time, and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup (22 O.S. § 21).

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand

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out (22 O.S. § 21). In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect.

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(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

(i) If a show-up cannot be conducted within a reasonably short time frame following the offense, a photographic or live lineup should be considered (22 O.S. § 21).

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report (22 O.S. § 21).

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

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Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called " *Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Sand Springs Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Sand Springs Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Sand Springs Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

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605.4 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Administration Division Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of *Brady* information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct,

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the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Unmanned Aerial System

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

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- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

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- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

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Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the 608 Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Sand Springs Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 DIVISION COMMANDER

The Division Commander shall review all risk assessment matrix forms with the involved supervisor to determine the risk level of the warrant service.

The Division Commander will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the 608 Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from their supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant. He/she will also complete the risk assessment matrix form and submit it, along with the warrant affidavit, to the Division Commander through their chain of command for review and classification of risk (see the 608 Operations Planning and Deconfliction Policy).

607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment matrix forms and submit it to the appropriate supervisor and the Division Commander for review and classification of risk (see the 608 Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the Division Commander. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a

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residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains, as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A relationship between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the 605 *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

The Division Commander or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) A uniformed officer shall be present and visible during the execution of the warrant.

(b) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(c) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

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(d) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(e) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(f) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(g) Reasonable care provisions are made for children and dependent adults (see the 340 Child and Dependent Adult Safety Policy).

(h) At the conclusion of the service of the arrest warrant, officers shall secure the premises. The scene supervisor will be responsible for supplying the necessary equipment and materials to secure the premises.

(i) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(j) A copy of the search warrant is left at the location.

(k) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the 300 Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant or in accordance with 22 O.S. § 1231.

When property damage has occurred, the on-scene supervisor shall notify the Division Commander by inter-office correspondence detailing the damage and circumstances involved at the incident.

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607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Division Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Division Commander. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Sand Springs Police Department are utilized appropriately. Any concerns regarding the requested use of Sand Springs Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Division Commander is unavailable, the Shift Supervisor should assume this role.

If officers intend to serve a warrant outside Sand Springs Police Department jurisdiction, the Division Commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Sand Springs Police Department when assisting outside agencies or serving a warrant outside Sand Springs Police Department jurisdiction.

607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the 324 Media Relations Policy.

607.12 TRAINING

The Training Supervisor should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

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Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Sand Springs Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system , in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Chief of Police shall select a member of the Department designated as a Division Commander or above as the DIvision Commanderto lead the operations.

The Division Commander will develop and maintain a risk assessment matrix form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The Division Commander will review risk assessment matrix form s with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The Division Commander will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT MATRIX

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form .

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

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The officer should gather available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT MATRIX REVIEW

Officers will present the risk assessment matrix form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the Division Commander, after consultation with the team , determines that the operation is high risk, the Division Commanderr should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

  (a) South West Area Tactical (SWAT)

  (b) Additional personnel

  (c) Outside agency assistance

  (d) Special equipment

  (e) Medical personnel

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(f) Persons trained in negotiation

(g) Additional surveillance

(h) Canines

(i) Property Division or analytical personnel to assist with cataloguing seizures

(j) Forensic specialists

(k) Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction System are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The Division Commander should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present,

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information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment matrix form by attaching a completed copy in the operational plan.

(a) The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment matrix form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies

(k) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

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(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan .

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operations plan . Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

(a) It is the responsibility of the operations director to ensure that Communications is notified of the time and location of the operation, and to provide a copy of the officers lineup prior to officers arriving at the location.

(b) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SWAT PARTICIPATION

If the Division Commander determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

608.11 TRAINING

The Training Supervisor should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Chapter 7 - Equipment

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Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY

Members of the Sand Springs Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 DEPARTMENT-ISSUED PROPERTY

All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may lead to discipline.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipmentthrough his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.
2. A review by command staff should determine whether additional action is appropriate.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall only be used by those to whom it was

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assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Chief of Police or appropriate Division Commander. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will repair or replace personal property as outlined in the collective bargaining agreement between the City of Sand Springs and FOP Lodge #109.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made on the proper form. This form is submitted to the member's immediate supervisor. The supervisor may require a separate written report.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the city finance department which is responsible for issuing payments.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

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700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of Sand Springs or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

(a) A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off-duty through his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Sand Springs Police Department allows members to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the 321 Information Technology Use Policy for additional guidance.)

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD for the member's use to facilitate on-duty performance. Department-issued PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

(e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Sand Springs Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty.

However; By the nature of the Sand Springs Police Department being a first responder agency which mission is essential to the public safety and general welfare of the public, the Department must be able to contact members, by means approved by the Chief of Police and the member. This contact is not only for emergency situations, but for issues such as call back for overtime and information critical to the ongoing work of the organization. Therefore:

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1. Members shall be available by phone, or other means at all times other than leave that has been pre-approved.
2. When not immediately available, members shall have ten minutes to return the missed phone call to the agency.

If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing employment agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

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701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Members operating department vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members operating department vehicles shall ensure that use of a PCD does not prevent them from devoting their full time and attention to driving (47 O.S. § 11-901b).

Members shall not use a PCD to compose, send or read electronic text messages while driving unless the communication is between other law enforcement or emergency services personnel and involves an imminent emergency (47 O.S. § 11-901d).

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Sand Springs Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and the interior and exterior shall present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, may be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

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702.6 WASHING OF VEHICLES

The interior and exterior of vehicles shall continually present a clean appearance and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Patrol officers shall obtain clearance from the dispatcher before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

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City Vehicle Collisions and Review Board

703.1 POLICY

The Sand Springs Police Department investigate traffic collisions involving City-owned vehicles that occur. Collisions involving police vehicles resulting in personal injury or property damage will be reported for investigation. In all city vehicle collisions investigating officers will complete an Official Oklahoma Traffic Collision Report . Traffic citations will not be issued to the operators of police vehicles or any other City-owned vehicles involved in traffic collisions unless approved by the Chief of Police. Except as set forth in this procedure, photographs will be taken of damage to City-owned vehicles and other vehicles or property involved in the collision.

703.2 SUMMARY

Procedures for reporting damage to police vehicles, investigating collisions involving City owned vehicles, and the post-collision review process.

703.3 DEFINITIONS

COLLISION – an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle at a location designed to accommodate vehicular movement.

INCIDENT – an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle in a non-traffic situation and at a location not designed to accommodate vehicular movement.

703.4 ACTIONS FOLLOWING A CITY VEHICLE COLLISION

Employees will notify the dispatcher immediately if involved in a collision. If the collision occurred outside the city limits of Sand Springs, the agency having jurisdiction will be notified and will investigate the collision.

Police collisions with injuries occurring within the City of Sand Springs will be investigated by a MAIT member if available.

Employees will notify their immediate supervisor who will respond to the scene. The circumstances and seriousness of the collision, as well as the distance from Sand Springs, will determine the necessity of having a Sand Springs Police supervisor respond to the scene of a collision occurring outside the Sand Springs city limits.

The employee involved in the collision will provide the investigating officer with the necessary information for completion of the traffic investigation.

When the collision results in damage to the property or vehicle of a private citizen, the investigating officer or supervisor shall instruct the citizen to call the City Legal Department for direction in filing a claim.

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Photographs should be taken of the scene if possible. For serious collisions, the MAIT has photography as part of the team. If MAIT is unavailable, then call a detective for photographs. For less serious collisions, the patrol division camera will be acceptable.

703.5 REQUIRED REPORTS – POLICE DEPARTMENT VEHICLE COLLISIONS

The investigating officer will complete an *Official Oklahoma Traffic Collision Report* in all police vehicle collisions.

The officer's immediate supervisor will respond to the scene. If the immediate supervisor is not available, any available field supervisor will respond. The officer will complete the *Employee Incident Report* . The supervisor will complete the *Supervisors Incident Report* . These reports are for internal use only and will not be turned in to the Records Division.

The scene supervisor will then take the original *Employee Incident Report* , and the original *Supervisors Incident Report* , and a copy of the *Official Oklahoma Traffic Collision Report* and forward them to the officer's immediate supervisor. The immediate supervisor (or supervisors if more than one employee is involved) shall review the forms. The supervisor(s) will then forward these documents through the chain of command to the Chief's office for further review.

703.6 REQUIRED REPORTS – OTHER CITY VEHICLES

For non-police city vehicle collisions, a *Official Oklahoma Traffic Collision Report* is all that is required from the investigating officer. Each city department has their own set of procedures for their employees. Investigating officers will provide a CAD number to the employee's supervisor.

703.7 CITY POLICE VEHICLE COLLISION REVIEW

The collision review board is an administrative function. It will consist of the following personnel:

- The Deputy Chief of Police to act as chairman.
- The division commander of the involved officer or employee.
- A LEDT instructor
- An officer of equal rank to the officer involved.
- An officer below the rank of division commander chosen by the officer being reviewed.

In the event an accident occurs, the accident review board shall convene within thirty (30) days of that accident for the purpose of thoroughly reviewing the accident and hearing direct testimony from the officers and witnesses.

The review board will forward it's finding and recommendations to the chief of police within twenty-four (24) hours after the review board completes it's investigation and adjournment.

The collision Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

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The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

Any questioning of the involved member conducted by the board will be in accordance with Sand Springs Police Department disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement between the city of Sand Springs and FOP Lodge #109 and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member's actions **were within** department policy and procedure.

(b) The member's actions **were in violation** of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Vehicle Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Sand Springs to provide assigned take-home vehicles.

704.2 POLICY

The Sand Springs Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

704.3 USE OF VEHICLES

704.3.1 SHIFT ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

704.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor. A notation will be made on the shift assignment roster indicating the member’s name and vehicle number.

This provision does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash, except that in those instances, the member shall notify communications that they are in transit and when out of operation.

704.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment maintenance, charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

704.3.5 MDT

Members assigned to vehicles equipped with a Mobile Data Computer (MDT) shall log onto the MDT with the required information when going on-duty. The vehicle may be left running dependent on external weather conditions as indicated in 424 Mobile Data Computer use. If the vehicle is not equipped with a working MDT, the member shall notify Communications. Use of the MDT is governed by the 424 Mobile Data Computer Use Policy.

704.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

704.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

The loss of a key shall be promptly reported in writing through the member's chain of command.

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704.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

704.3.9 ALCOHOL/CDS

Members who have consumed any intoxicating substanceare prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

704.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager. All vehicles will have basic equipment in it furnished by the department.

Any additional equipment must be approved by the steering committee. All requests must be submitted to the committee in writing.

704.3.11 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

A. Eligibility for participation in the assigned unit program and assignments programs

1. Officer resides within 25 miles from the Sand Springs Police Department.
2. Upon approval of the Chief of Police
3. Vehicles assigned to officers who meet the above two items if vehicles are available.
4. If more officers are eligible for a vehicle and vehicles are not available, an eligibility list will be established based on rank first and then seniority.
5. Also, consideration for assignment will be based on officer's current assignment and quality and care taken with vehicle and equipment.
6. Participation in the assigned unit program shall be voluntary, however, this policy and procedure also applies to non-participants.
7. Replacement vehicles will be based on vehicle condition and mileage first.

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8. In accordance with the applicable collective bargainig agreement.

B. Revocation or loss of position on eligibility list may result, but not be limited to the following:

1. Unauthorized use of the vehicle.
2. Abuse of the vehicle or department equipment
3. Officer receiving a below meets or substandard performance evaluation.
4. Damaging the vehicle through improper operation.
5. Inability to operate the vehicle within the limits of the law.
6. Failure to maintain the vehicle.
7. By violations of departmental rules and regulations, policies or procedures.
8. By the Chief of Police for the good of the service.

704.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

704.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members not eligible for the program to commute to and from a work assignment. Members may take home department vehicles only with prior approval of the division commander or Chief of Police and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.
(b) Other reasonable transportation options are not available.
(c) The member lives within 25 miles of the Sand Springs City limits.
(d) Off-street parking will be available at the member's residence.

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(e) The vehicle will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

704.4.3 ASSIGNED VEHICLES

Members who reside outside the City of Sand Springs may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.
2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
3. When the member has received permission from the Chief of Police or Division Commanders.
4. When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.
5. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and identification card/Commission Card and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment maintenance, charging).
2. All weapons shall be secured while the vehicle is unattended.

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3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be stored in a vehicle gun lock or shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department, when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

704.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Sand Springs Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification card/Commission Card. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

704.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair form explaining the service or repair, and leave it on the seat or dash.

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(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

704.5 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall immediately notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the 703 Traffic Collisions Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered and documented in memorandum format, which shall be forwarded to the Shift Supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

704.6 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit for reimbursement from the City for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Division Commander within five working days explaining the circumstances.

704.7 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department, and will have thier duty weapon and identification with them.

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Fiscal Management

705.1 PURPOSE AND SCOPE

This policy does not address cash-handling issues specific to the Property Division and Informants policies.

This policy meets statutory requirements requiring the adoption of an inventories and audits policy pursuant to 11 O.S. § 34-107.

705.2 POLICY

It is the policy of the Sand Springs Police Department to properly manage and audit fiscal operations, including budget preparation, cash transactions, fund expenditures and disposition of assets, and to maintain accurate records of fiscal transactions, in order to protect the integrity of department operations and ensure the public trust.

705.3 FISCAL MANAGEMENT

The Chief of Police shall designate a person as the fiscal manager responsible for maintaining and managing fiscal accountability. The fiscal manager may appoint others to oversee specific portions of the fiscal operations.

Each member overseeing a fiscal responsibility is required to create and maintain an accurate and current transaction ledger that is approved by the fiscal manager and that documents all transactions relating to the specific fund or fiscal responsibility.

705.3.1 CASH MANAGEMENT

All cash funds shall be properly collected, safeguarded and disbursed by the member assigned to oversee the fund. The assigned member shall:

(a) Maintain a system or record of appropriations among organizational components.

(b) Prepare financial statements.

(c) Conduct internal audits.

(d) Verify members or positions authorized to accept or disburse funds.

705.4 FISCAL TRANSACTIONS

Each member overseeing a fiscal responsibility shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice, cash transfer form or expense report.

705.5 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., property officers, the Street Crimes supervisor, those who accept payment for department services) will discharge those duties in

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accordance with the procedures established for those tasks (see the 802Property Division and 603 Informants policies).

705.6 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping, evidence or found property, in accordance with the 802Property Division Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

705.7 AUDITS

Each Division Commander shall monitor fiscal activities and the budget related to their area of responsibility using a procedure and forms approved by the fiscal manager. Internal control procedures shall be established and shall include evaluation of staff member's fiscal management functions. Any discrepancies shall be immediately reported to the fiscal manager and the Chief of Police.

The fiscal manager shall ensure that an annual independent audit is conducted of the accounts and finances of the Department. All department funds shall be open for inspection and audit by auditors at any time. Members of the Department shall cooperate fully and provide assistance in support of any audit.

A separate audit of each fund or other fiscal area of responsibility should be completed on a random date, approximately once each year, by the Chief of Police or the City.

Audits shall include a review of procedures in place to manage the funds.

705.7.1 PETTY CASH AUDITS

Each member overseeing a petty cash fund shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police or the fiscal manager, review the transaction ledger and verify the accuracy of the accounting. The member overseeing the petty cash fund and the participating member shall sign or otherwise validate the ledger, attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the fiscal manager and the Chief of Police.

Transference of fund management to another member shall require completion of a separate petty cash audit and involve a command staff member.

705.8 INVENTORY CONTROL OF PROPERTY, EQUIPMENT AND OTHER ASSETS

Members overseeing a fiscal responsibility for the acquisition, management or distribution of any capital or major items of equipment; the issue of any equipment and supplies; or the assignment

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of control numbers and proper markings are responsible for compliance with inventory control procedures. Such members are also responsible for ensuring:

(a) Required inventory verification in compliance with a process authorized by the fiscal manager.

(b) Appropriate documentation in compliance with a process authorized by the fiscal manager and inclusion in inventory of items purchased or obtained for use by the Department.

(c) Appropriate documentation and deletion from inventory of items properly authorized for disposal by the fiscal manager or the Chief of Police.

(d) Reporting and disposition of damaged, excess and surplus property in compliance with a process authorized by the fiscal manager.

(e) Maintenance of complete records for all department property, equipment and other assets.

705.9 PURCHASING

All purchasing of department supplies and equipment will be in compliance with the City purchasing manual and in compliance with a process authorized by the fiscal manager.

Small-item or emergency purchases or rental of equipment during periods when normal purchasing procedures cannot be followed will be in compliance with a process authorized by the fiscal manager.

All purchases for the City made by an employee will require submission of a receipt and appropriate documentation necessary for reimbursement and will be in compliance with a process authorized by the fiscal manager.

705.10 PROPERTY DISPOSAL

The fiscal manager is responsible for prompt deposit of revenue from:

(a) Property sold under court order with the clerk of the court issuing the order.

(b) The sale of bicycles or other items of lost or found, or unclaimed non-evidentiary items into the appropriate funds.

(c) The sale of City property with the City finance manager.

705.11 CONTRACTUAL AGREEMENTS

Only the Chief of Police or the authorized designee may sign official memorandums of understanding or contracts with outside entities.

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Personal Protective Equipment

706.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

706.2 POLICY

The Sand Springs Police Department endeavors to protect employees by supplying certain PPE to members as provided in this policy.

706.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

706.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; OAC 380:40-1-2).

706.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

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prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute(29 CFR 1910.133; OAC 380:40-1-2).

706.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with a drip guard face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any employment agreement.

706.7 RESPIRATORY PROTECTION

The Administration Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134; OAC 380:40-1-2):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

706.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a Street Crimesinvestigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall

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reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; OAC 380:40-1-2):

(a) It is necessary for the member to wash his/her face and the respirator face piece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the face piece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

706.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; OAC 380:40-1-2):

(a) Ensure that they have no facial hair between the sealing surface of the face piece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-face piece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the face piece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their face piece and ensure that the respirator is replaced or repaired before returning to the affected area.

706.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; OAC 380:40-1-2).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

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(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

706.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

706.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; OAC 380:40-1-2).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; OAC 380:40-1-2):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or face piece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the face piece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

706.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; OAC 380:40-1-2):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

706.8 RECORDS

The Training Supervisor is responsible for maintaining records of all:

(a) PPE training.

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(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and OAC 380:40-1-2.

706.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; OAC 380:40-1-2).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; OAC 380:40-1-2).

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Sand Springs Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Sand Springs Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Communications.
- Oklahoma Automated Criminal History System (ACHS).
- Juvenile On-Line Tracking System (JOLTS).
- Department of Public Safety State Computer Files (SCOM).
- Oklahoma Tax Commission Vehicle Registration Files (VREG).

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

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800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

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Communications

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Communications. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Sand Springs Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Communications and department members in the field.

801.3 COMMUNICATIONS SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Communications, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications.

Access to Communications shall be limited to Communications members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 SERVICES SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Services Division Commander. The Services Division Commander is directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the Services Division Commander include, but are not limited to:

(a) Overseeing the efficient and effective operation of Communications in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Communications's information for release.

(f) Maintaining Communications database systems.

(g) Maintaining and updating Communications standard operating procedures manual.

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1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

(j) Maintaining a list of social service organizations that provide youth services within the local area.

801.4.2 DISPATCHERS

Dispatchers report to the Services Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Communications, department and other law enforcement database systems (Automated Criminal History System (ACHS), Juvenile On-Line Tracking System (JOLTS), Oklahoma Law Enforcement Telecommunications System (OLETS), Department of Public Safety State Computer Files (SCOM), Oklahoma Tax Commission Vehicle Registration Files (VREG), National Crime Information Center (NCIC)).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

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(f) Notifying the Shift Supervisor or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Communications, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller’s language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

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If a dispatcher determines that the call has been misdirected to the Sand Springs Police Department, the dispatcher should forward the call and/or notify the appropriate agency pursuant to Communications procedures manual .

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Services Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Sand Springs Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on member identification number. Dispatchers shall identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name.

801.7 DOCUMENTATION

It shall be the responsibility of Communications to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much

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information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident report number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.
- Vehicle mileage and transport time when a member is transporting a juvenile or a person of the opposite sex.

801.8 CONFIDENTIALITY

Information that becomes available through Communications may be confidential or sensitive in nature. All members of Communications shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Public Safety records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Transmitting confidential information via the radio, shall be done on department encrypted radio channels.

801.9 TRAINING AND CERTIFICATION

Dispatchers shall complete any training required by the Department of Public Safety, the state or the Department.

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Property Division

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy meets the statutory requirements of adopting an evidence and property management policy pursuant to 11 O.S. § 34-107.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property Division, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has not been taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Sand Springs Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY DIVISION SECURITY

The Property Division shall maintain secure storage and control of all property in the custody of this department. A property officer shall be appointed by and will be directly responsible to the Services Division Commander or the authorized designee. The property officer is responsible for the security of the Property Division.

Security measures include ensuring 24-hour security of the property storage areas through:

(a) Personal presence of a property officer.

(b) Video surveillance.

(c) Electronic controlled/recorded access.

(d) Other appropriate measures.

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802.3.1 REFUSAL OF PROPERTY

The property officer has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property officer refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member and their supervisor of the reason for refusal and the action required for acceptance into the Property Division.

802.3.2 KEY CONTROL

Property Division keys should be maintained by the property officer and members assigned to the Property Division. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Property Division keys shall not be loaned to anyone and shall be maintained in a secure manner. If any Property Division key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Property Division via the additional set of keys must be documented in a memorandum and submitted to the Services Division Commander as soon as practicable.

802.3.3 ACCESS

Only authorized members assigned to the Property Division shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Services Division Commander and accompanied by the property officer. Each individual must sign the Property Division access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property officer and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice See attachment: Release Information.pdf on how to retrieve the property from the Department. A copy of the property receipt form shall be given to the individual from whom the property was taken.

It is best to preserve and document evidence as soon after collection as possible, as the integrity of the process is conversely proportional to the number of people involved. Therefore, the sooner evidence is preserved and documented by as few members as possible, the better for all concerned.

Evidence of great value should never be "placed on exhibit" for all to view, but collected, preserved and handled as swiftly and efficiently as possible, pertinent to time demands and other tasks.

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To facilitate analysis at the state crime lab, a separate property container must be used for each type of CDS.

Plastic bags do not maintain a proper integrity seal, promote the growth of bacteria / mold / rust, and destroy DNA therefore no items will be accepted into the property room stored in plastic packaging.

Items should be sealed using the appropriate tape and initialed by the submitting member.

Biohazard, sharps, and other dangerous items should be labeled as such using the appropriate stickers.

Syringes are generally not accepted into the property room, but may be accepted under rare / extraordinary circumstances (see evidence submittal guide book)

All property must be processed by the responsible member prior to the going off-duty, unless otherwise approved by a supervisor.

A property entry shall be completed describing each item. List all known information, including: Serial number, Owner’s name, member name, make, model etc.

Package multiple like items (example: 10 pairs of earrings) in the same property container.

Package items belong to different owners in different property containers.

Avoid contaminating possible fingerprints, trace or DNA evidence with other sources. (comparison samples for analysis should be packaged separately)

Package items needing forensic examination in separate property containers.

Weapons must be packaged separately from all other items and ammunition.

Ensure that you adhere to the chain of custody at all times, from collection to submitting items to the proper pass-through locker(s).

Submit evidence only to the pass-through locker that you have picked/been assigned.

No more than 4 Property Labels per property container, (to facilitate required warning labels).

Click here for the evidence submittal guidebook

802.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property entry shall be completed describing each item. List all known information, including:

1. Serial number.
2. Owner’s name.
3. Member's name.

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4. Other identifying information or marking.

(b) Each item shall be packaged and labeled and the package marked with the Property label.

(c) Property shall be packaged in a container suitable for its size.

(d) A property tag shall be completed and attached to property that cannot be packaged.

(e) The property receipt shall be submitted with the case report.

(f) Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry.

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached to the handle bars or front most portion of the item and should be placed in the bicycle storage area. The property officer will then secure the items for long term bicycle storage.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property container by affixing a biohazard label.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked with "Biohazard" stickers to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property container and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the property container, and specify any additional security procedures that may be necessary. Cash taken into the property system will be taken for deposit into a cash holding account through the finance department in the City of Sand Springs.

Explosives and fireworks - Explosives, will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The property officer is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

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Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives. A label confirming the firearm is unloaded will be affixed to the property container.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Oklahoma Tax Commission, Motor Vehicle Division (MVD).

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Jewelry - Jewelry identified as having significant value shall be stored in a locked container in the property room.

Other valuable items - Other valuable items identified as having significant value (e.g., collectibles, rare artifacts) shall be stored in a locked container in the property room.

Sharps - Syringe tubes should be used to package syringes and needles.

802.4.3 CONTROLLED DANGEROUS SUBSTANCES

(a) Controlled dangerous substances shall not be packaged with other property, but shall be packaged separately from all other items and other CDS.

(b) The member processing controlled dangerous substances shall retain such property in his/her possession until it is weighed, packaged, labeled and placed in the property locker. A note will be made on the property entrynoting the gross package weight of the CDS.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled dangerous substances. If conducted, the result of the test shall be included in the field test report.

1. The member shall package controlled dangerous substances as follows:

(a) Maintain the property in the container in which it was seized and place it in a property container of appropriate size.

(b) Seal and initial the property container and cover the initials with clear tape.

(c) Weigh the property envelope to obtain the Gross Package Weight (GPW).

(d) Record the GPW,date, and all other needed information on the property entry.

(d) When the quantity of controlled dangerous substances exceeds the available safe storage capacity as determined by the property officer, the quantity shall be photographed and weighed.

1. A representative sample of sufficient quantity to allow scientific analysis of the controlled dangerous substances should be taken as allowed by state law and placed in a separate package or container (63 O.S. § 2-508).

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2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property officer shall monitor stored marijuana for growth of mold.

802.5 RECORDING OF PROPERTY

The property officer receiving custody of property shall ensure a record of entry into the property management software is made for each item or group of items is created. The property module will be the permanent record of the property in the Property Division. The property officer will ensure that the following information is recorded in the property module:submitting members name, custodian name , GPW if the package contains controlled dangerous substances, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property management software. This number shall be recordedon the, property labelaffixed to the property containers. The property management software shall document the following:

(a) (a) Property number

(b) Case number

(c) Item description

Any change in the location of property held by the Sand Springs Police Department shall be noted in the property module.

802.6 PROPERTY CONTROL

The property officer temporarily relinquishing custody of property to another person shall record in the property module, the date and time the property was released, the name of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property Division or released to another authorized person or entity.

The return of the property to the Property Division shallbe recorded in the property module, indicating the date, the time and the name of the person who returned the property.

802.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry in the property module shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the property officer, detective supervisor or investigator unless by court order.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted in the property management software, stating the date, time and to whom it was

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released. Requests for items of evidence needed for court proceedings shall be submitted to the property officer a minimum of 24 hours prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property officer. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property officer releasing items of evidence for laboratory analysis must complete the required information in the property module. The lab form will be transported with the evidence to the examining laboratory. The original copy of the lab form will remain with the evidence and the form will be returned to the Records Clerk for filing with the case when completed.

802.6.3 CONTROLLED DANGEROUS SUBSTANCES

The property officer will be responsible for the storage, control and destruction of all controlled dangerous substances coming into the custody of this department. The GPW will be verified every time controlled dangerous substances are checked in or out of the Property Division and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Services Division Commander.

802.6.4 UNCLAIMED MONEY

The property officer shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the City department responsible for auditing property. The property officer may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

802.6.5 OBSCENE MATERIAL AND CHILD PORNOGRAPHY

The property officer shall ensure that obscene material or child pornography held by this department as evidence is destroyed as set forth in 21 O.S. § 1024.4. Evidence includes material stored in a digital format. The destruction should only occur after obtainingwritten approval from the prosecuting agency.

802.6.6 SEXUAL ASSAULT COLLECTION KITS

The Property Officer shall comply with the protocols, rules, and guidelines established by the Oklahoma State Bureau of Investigation for electronic tracking of sexual assault evidence collection kits (74 O.S. § 150.28a).

802.7 RELEASE OF PROPERTY

The property officer shall obtain authorization for the release of all property coming into the care and custody of the Department.

Release of property shall be made upon receipt of an authorized property release form See attachment: property dispositions.pdf , listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing member,

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and must conform to the items listed on the property control card or must specify the specific items to be released. Release of all property shall be documented in the property module.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, the property officer shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented in the property module.

A property officer shall release such property when the owner presents proper identification and an authorized property release form See attachment: property dispositions.pdf has been received. The signature of the person receiving the property shall be recorded in the property module.

If any item listed in a property receipt has not been released, the property receipt will remain with the property officer. When all property listed on the receipt has been released, the receipt shall be forwarded to the Records Clerk for filing with the case, and the release of all items shall be documented in the property module.

802.7.1 DISCREPANCIES

The Services Division Commander shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Services Division Commander will interview the person claiming the shortage. The Services Division Commander shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.7.3 RELEASE OF ABANDONED OR UNCLAIMED PROPERTY

Disposition of unclaimed or abandoned property shall be conducted as required by law. This disposition will follow all applicable state statutes.

Release of property before brining it into the property system may be the most appropriate course of action. Officers may register the item to the citizen who found the item, but the officer must make every reasonable attempt to locate the true owner of the property before a release is made. An offense report should be made detailing this effort.

Registering property will be accomplished by the following:

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(a) People who find bicycles or other property of a value of less than $500.00 may register it by completing the appropriate form See attachment: Property Register.pdf and holding the property for 90 days.

(b) If during the 90 days the rightful owner arrives to claim the property, they must surrender the property to them.

(c) Officers will have the person complete two registration forms, one for department records and one for their own records. The department copy will be returned to the station, a property receipt will be obtained, and the number noted on the registration form. The property receipt and the registration form will be turned into the property officer.

(d) Registration will not be used for illegal substances or items, money, guns or jewelry. No property shall be registered if it is probable that the owner could be located.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY

An authorized Detective Division investigator or supervisor shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from the courts or case investigator. The disposition of all property shall be entered on the property control card and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled dangerous substances declared by law to be illegal to possess without a legal prescription
- Personal property, money or legal tender

802.8.1 BIOLOGICAL EVIDENCE

The property officer shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- The defendant
- The defendant’s attorney
- The appropriate prosecutor and Attorney General
- Any sexual assault victim
- The Detectives Division Commander

Biological evidence shall be retained for a minimum period established by law (22 O.S. § 1372; 74 O.S. § 150.28b), the expiration of the applicable statute of limitations, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient

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that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Detectives Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

802.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property officer shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property officer should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9 INSPECTION OF THE PROPERTY DIVISION

The Detectives Division Commander shall ensure that periodic, unannounced inspections of the Property Division operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Detectives Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property Division operations.

Whenever there is a change of assignment for any member with authorized access to the Property Division, an inventory of all property shall be conducted by a person who is not associated with the Property Division or its function. This is to ensure that all property is accounted for and the records are correct.

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Records Clerk

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Sand Springs Police Department Records Clerk. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Sand Springs Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 DETECTIVE DIVISION COMMANDER

The Detective Division Commander shall be the direct supervisor over the Records Division and Clerks. .

The responsibilities of the Detective Division Commander include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Clerk.

(b) Scheduling and maintaining Records Clerk time records.

(c) Supervising, training and evaluating Records Clerk staff.

(d) Maintaining and updating a Records Clerk procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides
2. Cases involving department members or public officials
3. Any case where restricted access is prudent

803.3.2 RECORDS CLERK

The responsibilities of the Records Clerk include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

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1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Preparing and maintaining periodic (annual, quarterly, monthly and/or weekly) reports of the Department activities and statistical data summaries.

(h) Providing members of the Department with 24-hour access to criminal warrants.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Clerk must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI), criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Clerk, accessible only by authorized members of the Records Clerk. Access to case reports or files when Records Clerk staff is not available may be obtained through the Shift Supervisor.

The Records Clerk will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Clerk. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Detective Division Commander. All original case reports removed from the Records Clerk shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Clerk.

All original case reports to be removed from the Records Clerk shall have a Case Removed Placard placed and retained in the file location of the original case report until the original is returned to the Records Clerk. The placard shall have the case number and name of the member removing the original report from the file. This placard shall be destroyed upon return.

803.5 CONFIDENTIALITY

Records Clerk staff has access to information that may be confidential or sensitive in nature. Records Clerk staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records

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Maintenance and Release and Protected Information policies and the Records Clerk procedure manual.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Sand Springs Police Department is committed to providing public access to records in a manner that is consistent with the Oklahoma Open Records Act (51 O.S. § 24A.3 et seq.).

804.3 CUSTODIAN OF RECORDS

The Chief of Police has designated the Detective Division Commander as Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (51 O.S. § 24A.5):

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law. Fee schedules shall be posted for public view at the Department and with the county clerk.

(g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies.

Fee schedules shall be posted for public view at the Department and with the county clerk.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following (51 O.S. § 24A.5):

(a) A request to inspect or obtain copies of records should be in writing.

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(b) Records shall be made available for inspection or copying during regular business hours.

(c) The Department is not required to create records that do not exist.

(d) A response to a request to inspect or obtain copies of records shall be provided promptly.

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redaction. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) A denial of a request to inspect or copy records should be in writing and include the reasons and specific statutory exemption supporting the denial.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; 51 O.S. § 24A.5).

(b) Personnel records relating to personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation, or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as in evaluations (51 O. S. § 24A.7).

(c) Home addresses, telephone numbers, Social Security numbers, private email addresses, and private mobile phone numbers of members or former members as provided in 51 O.S. § 24A.7.

(d) Law enforcement records except for those records identified in51 O.S. § 24A .8.

(e) Certain victim information by court order (21 O.S. § 142A-9).

(f) Juvenile records (10A O.S. § 2-6-102).

(g) Certain information relating to acts of terrorism, including investigative evidence; assessments of the vulnerability of government facilities; details for deterrence, prevention, protection, response, and remediation; and certain information technology of a public body (51 O.S. § 24A.28).

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(h) Confidential reports and information relating to child abuse and vulnerable adult abuse (10A O.S. § 1-2-101; 10A O.S. § 1-6-107; 43A O.S. § 10-110).

(i) Automated License Plate Reader (ALPR) data retained in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7-606.1).

(j) Any other information that may be appropriately denied by federal or state law.

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a Records Clerk or the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.7.1 TRAFFIC COLLISION REPORTS

All traffic collision reports that are released shall include the following or a similar notice upon the copy (47 O.S. § 40-102): “Warning - State Law. Use of contents for commercial solicitation is unlawful.”

804.8 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

804.9 SECURITY BREACHES

Members who become aware that any Sand Springs Police Department system containing personal information may have been breached should notify the Services Supervisor as soon as practicable.

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The Services Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (24 O.S. § 163).

Notice shall be given without unreasonable delay, consistent with the legitimate needs of the Sand Springs Police Department or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal or civil investigation or homeland or national security (24 O.S. § 163).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (24 O.S. § 162):

(a) Social Security number

(b) Driver's license number or Oklahoma identification card number

(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual's financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Services Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Sand Springs Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Sand Springs Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Sand Springs Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Services Division Commander shall coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Public Safety (DPS) records and Oklahoma Law Enforcement Telecommunications System (OLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Sand Springs Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Services Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Clerk to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Services Division Commander shall oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the U.S. Department of Justice’s CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

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(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

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Chapter 9 - Custody

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Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Sand Springs Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Sand Springs Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Sand Springs Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Sand Springs Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.

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(d) Individuals who are a suspected suicide risk (see the Emergency Detentions Policy).

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody (OAC 310:670-1-4). The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

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(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Shift Supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there are any statements, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

(a) Advise the Shift Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
2. Provide an individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 1 15.113; 28 CFR 115.141):
    (a) Continuous, direct sight and sound supervision.
    (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.

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5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Division Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

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900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Sand Springs Police Department, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks.

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Sand Springs Police Department.

The Shift Supervisor should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Shift Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

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(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Sand Springs Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

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1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 CALLS SPECIFICALLY TO ATTORNEY AND BONDSMAN

Individuals shall have an opportunity to use the telephone to call an attorney and bondsman within six hours of being placed in custody (59 O.S. § 1338).

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Sand Springs Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

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900.6.1 PREGNANT ADULTS
Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Shift Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy) and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 15 minutes.

1. Safety checks should be at varying times.
2. All safety checks shall be logged.

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3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Services Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Sand Springs Police Department. The procedures should include:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Services Division Commander, Patrol Division Commander, Shift Supervisor, Chief of Police and Detectives Division Commander.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the City Attorney.

(f) Notification of the Medical Examiner.

(g) Evidence preservation.

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Sand Springs Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

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1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.11 ASSIGNED ADMINISTRATOR

The Patrol Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment

(e) Escapes

(f) Evacuation plans

(g) Fire and life-safety

(h) Disaster plans

(i) Building and safety code compliance

900.12 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

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Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Sand Springs Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under 21 O.S. § 1273 for handgun possession by a minor (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. The Oklahoma Juvenile Authority prohibits securing juveniles to a fixed object.

Examples of secure custody include:

(a) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(b) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(c) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(d) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

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Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Sand Springs Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.2.1 JUVENILES IN HOLDING OR LOCKUP FACILITIES

A juvenile shall not be detained in any holding facility or lockup facility (OAC 310:670-7-1).

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Sand Springs Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Emergency Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Sand Springs Police Department when there is no other lawful and practicable alternative to temporary custody.

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Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Department without authorization of the arresting officer's supervisor or the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133).

901.4.1 PARENTAL/GUARDIAN NOTIFICATION

Officers shall notify parents or guardians of juveniles who are taken into custody as soon as practicable.

901.4.2 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Sand Springs Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.3 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by a promise to appear or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Sand Springs Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody without a court order for any criminal offense for which an adult may be arrested without a warrant (10A O.S. § 2-2-101).

When applicable, members taking a juvenile offender into custody should advise a supervisor that the release of the juvenile may be contrary to the child's welfare and/or the protection of the public. The supervisor may then seek court-approved detention. Examples of when further detention may be appropriate include (10A O.S. § 2-3-101):

(a) The juvenile offender is an escapee from court placement or a fugitive.

(b) The juvenile offender is seriously assaultive, destructive toward others or a danger to him/herself.

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(c) The juvenile offender is currently on probation or some form of supervision for a previous offense.

(d) The juvenile offender has a history of failing to appear at court proceedings.

(e) A warrant has been issued for the juvenile.

901.5 ADVISEMENTS

No custodial interrogation of a juvenile offender under 16 years of age and who is charged with an offense specified in the Youthful Offender Act (e.g., murder in the first degree, kidnapping, certain robbery offenses) shall begin until the juvenile and his/her parents, guardian, attorney, adult relative, adult caretaker, or legal custodian have been fully advised of the juvenile's constitutional and legal rights (10A O.S. § 2-5-202; 10A O.S. § 2-2-301).

901.6 JUVENILE CUSTODY LOGS

Any time a juvenile is in temporary custody at the Sand Springs Police Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Department.

(c) Shift Supervisor notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed.

(h) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Supervisor should initial the log to approve the temporary custody, including any secure custody, and should initial the log when the juvenile is released.

901.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Sand Springs Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

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901.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Sand Springs Police Department shall ensure:

(a) The Shift Supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Shift Supervisor to ensure no juvenile is held at the Department more than six hours.

(b) Safety checks and significant incidents/activities are noted on the log.

(c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(e) There is reasonable access to toilets and wash basins.

(f) There is reasonable access to a drinking fountain or water.

(g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

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901.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Sand Springs Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.10.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.11 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.12 SECURE CUSTODY

Only juvenile offenders 14 years of age or older in custody for a crime which would constitute a felony if committed by an adult or a juvenile who is an escapee from a juvenile training school or a Department of Human Services group home, may be placed in secure custody (OAC 310:670-7-1).

Secure custody facilities are not available at the Sand Springs Police Department for juveniles. When those facilities are required, they should be arranged through JBDC or CIC.

901.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Sand Springs Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate

(b) Immediate notification of the Shift Supervisor, Chief of Police and Detectives Division Commander

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(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Medical Examiner

(g) Notification of the juvenile court

(h) Evidence preservation

901.14 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

901.15 RESTRICTION ON FINGERPRINTING

While juvenile offenders may be fingerprinted under the same circumstances as arrested adults, all related records must be amended to reflect any determination made through investigation or by a court that the juvenile offender did not commit the offense for which the fingerprints were taken (10A O.S. § 2-6-107).

901.16 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Sand Springs Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

This policy meets statutory requirements requiring the adoption of a strip and body cavity search policy pursuant to 11 O.S. § 34-107.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

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902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Sand Springs Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property Division Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Sand Springs Police Department identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.4.3 SPECIFIC PAT-DOWN GUIDANCE

Custody (or pat-down) searches shall be performed by lightly skimming the exterior surface of the inmate’s clothing covering the legs and torso (OAC 310:670-1-2).

902.5 STRIP SEARCHES

No individual in temporary custody at any Sand Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical

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attention, or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Sand Springs Police Department facilities shall be conducted as follows (28 CFR 115.115):

(a) Written authorization from the Shift Supervisor shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.

2. The reasons less intrusive methods of searching were not used or were insufficient.

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3. The written authorization for the search, obtained from the Shift Supervisor.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

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(b) Only a physician may conduct a physical body cavity search.

(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Shift Supervisor’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING

The Training Supervisor shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Lockup Facility (Municipal Jail)

903.1 POLICY

The jail facilities at the Sand Springs Police Department are designated as a lockup facility that may hold a person not longer than ten (10) days. These procedures are pertaining to daily management and operations of the Sand Springs Police Lockup Facility. Failure to comply with this policy and rules and regulations herein could result in disciplinary action.

This policy will be augmented with the Sand Springs Police Lockup Facility Operations manual . All contents of this manual will have the force and effect of policy and procedure.

903.2 APPLIES TO

All Police Personnel.

903.3 DEFINITIONS

Lockup Facility – A facility that may hold a person no longer then ten (10) days.

Hot meal - Means a measure of food served and eaten at one sitting prepared in accordance with OAC 310:670-5-7 and served at a palatable temperature.

Juvenile - Means a person who is subject solely to the jurisdiction of a juvenile court or who is subject to the provisions of 10 O.S. Sections 7306-2.5 or 7306-2.6.

Lock up Facility Operations manual - Manual covering the specific daily operations of the Lock Up Facility to include but not limited to : Lock Up Standards, Admissions, Releases and Records, Inmate Property, Security and Control, Supervision of Inmates, Inmates Rules and Discipline, Classification and Segregation, Safety, Sanitary and Hygienic Standards, Lock Up supply inventories, Food Service, Medical Care, Management of Suicidal Inmates, Special Circumstances, Booking and Operations Procedures, Juveniles, Lock up Trustee program, Bio-Hazard, Incident Reports, Lost and Found, Critical Incidents and Notifications.

903.4 ADMISSION, RELASE AND RECORDS

In accordance with OS 310:670-5-1.The following admission and release procedures shall be followed.

903.4.1 INTAKE FORM

An intake form shall be completed for every person admitted to the Sand Springs Lock Up Facility. The intake form shall be saved to the inmates booking profile, until their release, at which time it will be turned into records and attached to the corresponding case number/report(s). This form shall contain at least the following information:

(a) Date and time of admission;

(b) Verification of Citizenship;

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(c) Name and aliases of inmate;

(d) Address;

(e) Name and title of arresting officer;

(f) Charges;

(g) Date of birth;

(h) Race;

(i) Gender;

(j) Height;

(k) Weight;

(l) Eye color;

(m) Hair color;

(n) Scars, tattoos and other identifying markings;

(o) Special medical and mental health comment-data and recommendations;

(p) Name, relationship, address and phone number of emergency contact;

(q) Court judgment and sentence if sentenced inmate (i.e. re-committal).

903.4.2 ADMISSION

Admission into the Sand Springs Lock Up Facility shall include the following:

(a) Verification of arrest or commitment papers;

(b) Complete search of the individual upon entering the facility;

(c) Medical/mental health screening utilizing a questionnaire approved by the Department of Health.

(d) Procedures to ensure orientation and understanding of facility rules (rules and emergency procedures are posted outside of the cells on the walls of the hallway);

(e) Issue footwear; bedding, clothing, will be logged in the booking module by Jailers or officers for Inmates who stay over night.

(f) Classification and assignment to a housing unit (i.e. Men’s, Women’s or isolation Cell).

903.4.3 ADMISSION PHONE CALLS

Each newly admitted inmate shall be permitted to complete at least two (2) local or collect telephone calls during the admission process or after a reasonable length of time. These telephone calls shall be documented in the booking module and a inmate’s refusal to make telephone calls shall be documented.

903.4.4 PROPERTY INEVENTORY

A written itemized inventory shall be made of all personal property of a newly admitted inmate, and documented in the booking module. The types of personal property inmates may retain in their

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possession during incarceration shall be limited to such items as wedding rings that can no longer be removed or surgically implanted piercings, Breathing Inhalers, and Nitroglycerin tablets.The booking officer shall specifically note any such article being retained by the inmate in the booking module.

903.4.5 INMATE PROPERTY FORM
In the booking module the property form shall be printed off, and the inmate will be requested to sign in any needed areas (property). This form will then be attached to the Inmate's property locker and upon release or if there is no property scanned and attached to the case file.

903.4.6 POSITIVE ID BEFORE RELEASE
Before a inmate is released, positive identification shall be made of the individual and authority for release shall be verified in the booking module.

903.4.7 RETURN OF PROPERTY AT RELEASE
After the individual is positively identified, the inmate's personal property shall be returned. The items shall be compared with the inventory list and the inmate shall sign for the returned property upon release. This form shall then be scanned and attached to the case file and the original form should be forwarded to records.

903.4.8 SIGNATURE AND COPIES
All needed release paperwork shall be signed and the inmate provided with any needed copies.

903.4.9 FILING OF FORMS
Upon release the all need areas in the booking module shall be updated and saved. Any completed original forms shall be scanned and saved to the case file then forwarded to Records for filing with the corresponding.

903.5 SECURITY AND CONTROL

903.5.1 INMATE RECORD MAINTENANCE
A computer record shall be maintained on all inmate's admitted to the Sand Springs Lock up facility. The computer record shall include at least the following:

(a) Name of the inmate;
(b) Date and time of admission;
(c) Date and time of release;
(d) Offense charges;
(e) Arrest number;
(f) Date of birth;
(g) Race; and
(h) Gender;

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(i) Social security number;

(j) Booking and intake number;

(k) Documentation of meal service;

(l) Documentation of inmate counts;

(m) Documentation of inmate hourly visual sight checks;

(n) Documentation of visual checks on suicide precaution inmates.

903.5.2 DISPATCH RESPONSIBILITIES

The dispatch office shall be maintained to insure order and security of the jail. This office will be responsible for inmate counts, jail facilities, key control and the complete control of inmates.

903.5.3 INMATE COUNT

Dispatchers/Jailers will be responsible for an inmate count at every eight (8) hours. The inmate count shall be documented in the computer record.

903.5.4 VISUAL CHECKS

Dispatchers/Jailers will do at least one (1) visual sight check every hour. This shall include all areas of each cell. Documented video and audio equipment is to be on and volume up when inmates are in the jail.

903.5.5 PERIMETER SECURITY

All perimeter security entrances to the jail shall be kept shut and locked at all times unless personnel are entering or exiting. If there is a situation where a door must be opened and left unsecured (I.E. air conditioning failure or heater failure, etc.) the on-duty supervisor will be contacted for approval and the Services Division Commander will be notified. The Services Division Commander will take immediate steps to rectify the situation so that the jail may be returned to a secure status.

903.5.6 UNAUTHORIZED PERSONNEL

No unauthorized personnel are to enter into the jail area.

903.5.7 FIREARMS

No firearms are to be taken into the jail area. Firearms shall be locked up in the lock boxes located at the entrances to the lock up facility.

903.5.8 KEY CONTROL

A key to the door ports and supply room will be kept in dispatch, and the kitchen area.. Any officer using the keys will return them to their appropriate location as soon as feasible.

903.5.9 ESCAPE

In the event of an escape or attempted escape, the dispatcher will notify all units and give pertinent details available. The on-duty supervisor will report to the station and coordinate a search of the area for the escapee, and insure that the following personnel are notified:

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- Staff Duty Officer
- Services Division Commander
- Chief of Police or his Designee

903.5.10 LOCKUP TRAINING
All Dispatchers/Jailers shall be trained in lockup facility procedures.

903.5.11 USE OF FORCE
Physical force shall be restricted to instances of justifiable self protection, protection of others, protection of property, protection of escape, and only to the degree necessary.

903.5.12 USE OF FORCE REPORTING
Personnel using chemical agents or physical force shall complete all necessary paperwork as well as submit a written report to the Chief of Police through their Division Commander prior to going off duty.

903.5.13 RESTRAINTS
Instruments of restraints such as hand cuffs, ankle cuffs etc should never be used as punishment. They shall be utilized as:

- A precaution against escape.
- For medical reasons.
- To prevent inmate self injury, injury to others, or property damage.

903.5.14 RESTRAINT TRAINING
All officers shall be trained in the use of restraints and their location for utilizing in the jail and while transporting inmates.

903.5.15 INMATE DEATH OR ESCAPE WITH INJURY
In case of inmate death or escape with injury to a staff member or inmate, the on-duty supervisor will be contacted and he will immediately notify:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee
- Jail Inspection Division of Jail Inspector.

903.5.16 SUICIDE OR UNUSUAL INCIDENTS
In case of attempted suicide, any unusual incident such as extensive damage to jail property, injury to staff or inmate requiring medical attention or escapes, the on-duty shift supervisor will be contacted, and he will insure that the following personnel are notified:

- Staff Duty Officer

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- Service Division Commander
- Chief of Police or his designee
- Jail Inspector (Coordinated through Service Division Commander)

903.5.17 SLEEPERS
No sleepers are to be kept under any circumstances.

903.5.18 CELLS OF OPPOSITE SEX - ENTRY
No one is to enter the cell of the opposite sex alone, unless in a life endangering situation, or monitored by at least one staff member of the police department.

903.5.19 EMERGENCY EVACUATION
In case of an emergency situation such as, fire or disturbances, the dispatcher will immediately notify the on-duty supervisor who will coordinate the evacuation of the inmates or take action to quell the disturbance.

903.6 JAIL COMMITTAL FORMS PROCEDURE

(a) The court clerk's office shall send a completed committal form to dispatch when the judge orders an inmate to turn him/herself in on a specific date.

(b) Dispatch will place the form on the clip of current items in dispatch (located on the East console).

(c) The inmate will report for his/her court ordered jail time at the dispatcher window.

(d) The dispatcher will observe the committal form and make sure that the inmate is reporting at the require time and date. If the inmate is reporting on the wrong date, they will not be allowed into the jail. If the inmate reports more than thirty (30) minutes late, they will not be allowed into the jail.

(e) The dispatcher will call for an officer to book in the inmate.

(f) The officer will check the photo ID of the inmate to verify that the person reporting is the same as listed on the committal form. If no ID is present, reasonable means to insure the confirmation of the person shall be made. If the ID of the inmate cannot be verified, they will not be allowed in the jail.

(g) Upon verification, the officer will escort the inmate to the booking area of the lock up and complete the booking process.

(h) The officer will compete an Intake Screening Form and a copy of the committal form and place them in the tray in the Booking Room.

(i) The original committal form will be returned to dispatch and held on the clip until the inmate is released. The inmate will also be entered into the arrest book and jail log at this time.

(j) When the inmate has completed the time assigned by the court, his/her property will be returned.

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(k) The releasing employee will fill out the return section of the committal form and the dispatcher will place this completed form in the bond drawer.

903.7 JAIL RULES AND INMATES RIGHTS

Jail rules shall be posted in areas visible to inmates of the Sand Springs Lock up Facility.

903.7.1 OBSERVANCE OF RULES

All inmates must obey the rules of the Sand Springs Police Department.

903.7.2 VIOLATION OF RULES

Violation of such rules may result in additional charges being filed.

903.7.3 SSPD JAIL RULES

Sand Springs Police Department Jail Rules are as follows:

(a) Do not destroy, tamper with, or damage jail property.

(b) Keep jail cells clean.

(c) No fighting.

(d) Inmates will not participate in sexual activities of any kind.

(e) Inmates will bathe three (3) times a week.

(f) No contraband will be allowed in the jail cell or on the person of any inmate for any reason.

(g) Inmates will not annoy or harass fellow inmates or disturb the sleep of any other inmate.

(h) Inmates will not write on or deface walls, ceilings, floors, tables or bunks.

(i) Inmates will not waste water or disturb drain systems.

(j) Inmates will not damage or destroy bedding or clothing.

(k) Inmates will not be loud boisterous, shout, box or wrestle.

(l) Inmates will not be allowed to save leftover food.

(m) Inmates will share in clearing of the cell and respect others' property and privacy.

(n) Inmates will not make, fashion, or convert any article into any type of weapon, nor will they bring any type of weapon into the jail.

(o) No smoking or tobacco use of any kind is permitted.

903.7.4 JAIL VISITORS LOG

Jail visitors log: All visitors for inmates will present I.D. and will be logged in the booking module by full name, current address, current phone number, date of birth, social security number date time and name of inmate they are visiting.

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903.7.5 TELEPHONE CALLS

Telephone Calls – Local or collect not to exceed 3 minutes each.

(a) Two (2) calls after admission process is completed.

(b) One (1) call daily (on phones in cell)

903.7.6 COURT RIGHTS

(a) Inmates may post one of the following kinds of bonds, once the bond amount for municipal charges are set:

- Cash bond
- Appearance bond (issued through authorized bonding company)
- Attorney's affidavit of responsibility

If bond is not met on Municipal charges, you will attend municipal court the following Tuesday at 5:00 P.M.

903.7.7 MEDICAL RIGHTS

Medication: only medication prescribed by a licensed physician will be administered accordingly.

903.7.8 VISITATION

You have the right to receive visitors during the normal visitation period from 9:30 A.M. to 10:30 A.M. and 5:00 P.M. to 6:00 P.M. every Monday and Wednesday. Two (2) visitors only during visitation periods.

903.7.9 PERSONAL HYGIENE STANDARDS

- In order to maintain a clean and healthy environment, inmates are required to bathe at least three (3) times a week.
- Inmates will be supplied with soap, disposable razors, shaving cream, toothpaste, and toothbrush, and change of clothing (coveralls).

903.8 SAFETY, SANITARY AND SEGREGATION STANDARDS

(a) Female inmates will be housed separately from male inmates, with no ability of visual contact.

(b) An inmate who is believed to be a threat to other inmates shall be housed alone.

(c) Inmates who are intoxicated or under the influence of a controlled substance shall be housed separately from other inmates until such time as they return to normal condition.

(d) Inmates who are mentally ill will be kept separate from other inmates and should only be kept in jail while waiting transportation.

(e) The jail facility shall comply with legally required federal, state and local sanitation and health codes.

(f) Facility floors shall be kept clean, dry, and free of hazardous substances at all times.

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(g) Smoking or tobacco use of any kind is not allowed.

(h) Inmates shall be provided appropriate personal hygiene items upon request.

(i) Clean bedding shall be issued to each prisoner who is confined overnight in the facility. A standard issue of bedding shall include an approved mattress with a cleanable surface and enough blankets to provide comfort under the existing weather conditions.

(j) After being in jail for Twenty-four (24) hour period, the inmate will be requested to change into jail coveralls.

(k) Issuance of clothing, bedding and hygiene items to inmates will be recorded by dispatcher upon notification by issuing personnel.

(l) Under certain circumstances, it may be necessary to remove linens and bedding form a inmate as a measure to protect the inmate or items.

(m) Any condition conducive to harboring of rodents, vermin, the breeding of insects, or contagious diseases, shall be eliminated immediately.

(n) Liquid and solid waste shall be collected, stored, and disposed of properly to protect the health and safety of inmates and staff. After feeding, all trash is to be collected and disposed of.

903.9 FEEDING AND FOOD SERVICE

(a) Inmates will be provided at least three (3) meals in a twenty-four (24) hour period, at least two (2) of which will be hot.

(b) All food will be served immediately after preparation, so as to insure hot fresh meals.

(c) Inmates receiving specific medical authorization by a physician, shall be allowed a special diet; the services division commander needs to be contacted.

(d) The dispatcher shall log the meals served to each inmate by date and time, log even if meal is refused.

(e) While preparing and serving meals, sanitation standards shall be complied with, careless serving and waste are to be avoided.

903.10 MEDICAL CARE AND EMERGENCY ACTIONS

When an inmate asks for medical care, the on-duty supervisor will be contacted, and he will contact the staff duty officer.

If medical emergency care is needed from EMS/hospital, the on-duty supervisor will be contacted, and he will contact the staff duty officer, all medical treatment will be logged.

When an inmate is in the custody of the Sand Springs Police Department Municipal Jail, the department shall only be liable for the cost of medical care for conditions that are not pre-existing prior to arrest and that arise due to acts or omission of the Police Department. Pre-existing conditions are defined as those illnesses beginning or injuries sustained outside police department custody.

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When an inmate is on a prescription drug upon entrance to the facility, the prescription will be verified with the doctor listed on the Inmate Medication Sheet upon verification, the dispatcher/ jailer will list such in the Jail Log Book and Inmate Medication Sheet when the medication is to be given, the reason it is to be given to the inmate, and initial the entry in the Jail Log Book and Inmate Medication Sheet. This is to be done by date and time. It will also be noted in the Jail Log Book that the inmate is on medication.

If an inmate has a contagious disease, the inmate will remain separated from the other inmates and the cell will not be used until disinfected. The Service Division Commander and the on-duty supervisor will be contacted regarding the situation. If contact with the Service Division Commander cannot be made, contact the Staff Duty- Officer. A Universal Precautions sign will be placed on the outside of the jail cell for a caution notice.

Emergency Jail evacuation for fire or other potential emergency situations threatening the jail: Dispatch will immediately broadcast over police radio concerning the type of emergency in the jail. This will immediately summon all available units to the station. If during business hours, office staff will also be notified. The on-duty supervisor is responsible for both the orderly and safe movement of inmates and prevention of escape during the movement and use the best means possible to evacuate the building. However, the dispatcher/ jailer may take measures necessary to prevent injury to inmates if necessary at their discretion, if waiting for assistance of officers arrival is not timely and will cause injury.

903.11 OKLAHOMA JAIL STANDARDS

All applicable standards from the Oklahoma Jail Standards. These and other helpful information may be found at:

The Oklahoma Jail Inspections Division Web Site

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Prison Rape Elimination

904.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.111).

904.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the individual in custody does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a member of the Department or a contractor, with or without consent of the individual in custody, as follows:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the member or contractor has the intent to abuse, arouse or gratify sexual desire
- Any attempt, threat or request by the department member or contractor to engage in the activities described above

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- Any display by the department member or contractor of his/her uncovered genitalia, buttocks or breast in the presence of an individual in custody
- Voyeurism by the department member or contractor (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one individual in custody that are directed toward another; or repeated verbal comments or gestures of a sexual nature to an individual in custody by a member of the Department or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

904.2 POLICY

The Sand Springs Police Department has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Sand Springs Police Department will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

904.3 PREA COORDINATOR

The Chief of Police shall delegate certain responsibilities to a PREA coordinator. The coordinator shall be the Services Division Commander. The coordinator must have sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards (28 CFR 115.111).

The responsibilities of the coordinator shall include, but are not limited to:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable provisions in PREA and the implementing regulations, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113).

1. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for department members to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).

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(e) Developing a written plan to coordinate response among department members, medical and mental health practitioners, investigators, command staff and other first responders to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents" or a similarly comprehensive and authoritative protocol.
2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
3. A process to document all referrals to other law enforcement agencies.
4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
5. In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes access to appropriate interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills; intellectual, hearing, speech or vision disabilities) (see the Limited English Proficiency Services and Communications for Persons with Disabilities policies) (28 CFR 115.116).

1. The Department shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an appropriate interpreter could compromise the individual's safety, the performance of first-response duties under this policy, or the investigation of an individual's allegations of sexual abuse, harassment or retaliation

(h)

(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this department (28 CFR 115.187).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence,

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conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all department facilities used to house individuals in custody overnight (28 CFR 115.193).

(k) Ensuring those who work in department facilities where individuals are held in custody are informed of the department zero-tolerance policy regarding sexual abuse and sexual harassment of individuals in custody (28 CFR 115.132).

904.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Individuals in custody may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other individuals in custody or department members for reporting sexual abuse or sexual harassment
- Department member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the department zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to department supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

904.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from individuals in custody and third parties, and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Shift Supervisor any knowledge, suspicion or information regarding:

(a) An incident of sexual abuse or sexual harassment.

(b) Retaliation against the individual or the member who reports any such incident.

(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

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904.4.2 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall report to Sand Springs Police Department designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a dependent adult, the Shift Supervisor shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Shift Supervisor shall notify the head of that facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Supervisor shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Department to a jail, prison or medical facility, the Shift Supervisor shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

904.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

904.5.1 FIRST RESPONDER RESPONSIBILITIES

The responsibilities of the first officer to respond to a report of sexual abuse or sexual assault shall include, but are not limited to (28 CFR 115.164):

(a) Separating the parties.

(b) Establishing a crime scene to preserve and protect any evidence.

(c) Identifying and securing witnesses until steps can be taken to collect any evidence.

(d) Requesting that the alleged victim and suspect not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating if the abuse occurred within a time period that still allows for the collection of physical evidence.

If the first responder is not an officer, he/she shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify an officer (28 CFR 115.164).

904.5.2 INVESTIGATOR RESPONSIBILITIES

The responsibilities of investigators shall include, but are not limited to (28 CFR 115.171):

(a) Gathering and preserving direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interviewing alleged victims, suspects and witnesses.

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(c) Reviewing any prior complaints and reports of sexual abuse involving the suspect.

(d) Conducting compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assessing the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as an individual in custody or a member of the Sand Springs Police Department.

(f) Documenting in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Referring allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody at the department facility (28 CFR 115.178).

(h) Cooperating with outside investigators and remaining informed about the progress of any outside investigation.

904.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether department member actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

904.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

904.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All department members shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and

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circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor.

904.6 RETALIATION PROHIBITED

All individuals in custody and department members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other person who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that person.

The Shift Supervisor or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

A member of the Department shall be identified by the Shift Supervisor or the authorized designee to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse, and of those who were reported to have suffered sexual abuse. The member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic safety checks.

904.7 REVIEWS AND AUDITS

904.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include command staff and seek input from supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or other group dynamics at the department facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

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(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by department members.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

904.7.2 DATA REVIEWS

The PREA coordinator shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year's data and corrective actions with those from prior years.

(e) An assessment of the progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from department facilities and private facilities with which it contracts shall be made readily available to the public at least annually. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

904.8 RECORDS

The Sand Springs Police Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is in custody or is a member of the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

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904.9 TRAINING

All department members and contractors who may have contact with individuals in custody shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within the department facility.

(a) The Training Supervisor shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

1. The department zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment and from retaliation for reporting sexual abuse or harassment.
2. The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.
3. The right of individuals in custody and department members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
4. Detecting and responding to signs of threatened and actual abuse.
5. Communicating effectively and professionally with all individuals in custody.
6. Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

(b) Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

1. Techniques for interviewing sexual abuse victims.
2. Proper use of *Miranda* and *Garrity* warnings.
3. Sexual abuse evidence collection in confinement settings.
4. Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Supervisor shall maintain documentation that department members, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current department members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The Department shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

904.10 PREA CALLS AT THE DAVID L. MOSS CENTER - TCSO

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Prison Rape Elimination

The Sand Springs Police Department has agreed to act as a PREA call center for the Tulsa County Sheriff's Office operations at the David L. Moss Center in Tulsa. If a dispatcher receives a call from an inmate at the DLMCC, the dispatcher will proceed as described in the Dispatcher SOP Manual.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Sand Springs Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Sand Springs Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Division Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Administration Division Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

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The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

(k) Completion of drug and alcohol screening (40 O.S. § 554)

  (a) An applicant may request a confirmation test of a sample within 24 hours of receiving notice of a positive test. The applicant shall pay all costs of the confirmation test unless the confirmation test reverses the findings of the positive test (40 O.S. § 556).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation pursuant to 70 O.S. § 3311(E) to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Sand Springs Police Department.

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

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1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Division Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (40 O.S. § 173.2).

The Administration Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.4 STATE NOTICES

The Department shall report the hiring of an officer to the Council on Law Enforcement Education and Training (CLEET) within 10 days (70 O.S. § 3311(H)).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public

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- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 NEW EMPLOYEE ORIENTATION

All new employees of the Sand Springs Police Department shall receive information regarding:

(a) The agency's role, purpose, goals, policies and procedures.

(b) Working conditions and regulations.

(c) Responsibilities and rights of employees and the Sand Springs Police Department.

1000.8 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards and job descriptions shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards and written job descriptions for all positions.

1000.8.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Oklahoma law and CLEET-approved certification training, including those provided in 70 O.S. § 3311(E):

(a) Be at least 21 years of age prior to certification as a peace officer.

(b) Be a United States citizen or in resident alien status, as defined by U.S. Citizenship and Immigration Services.

(c) Possess a high school diploma or a GED equivalency certificate as recognized by state law.

(d) Not have been convicted in state or federal court for any felony, crime of moral turpitude, or a crime of domestic abuse.

(e) Have fingerprint clearance from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigation.

(f) Have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET.

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(g) Not be currently undergoing treatment for a mental illness, condition or disorder.

(h) Not be subject to a CLEET order revoking, suspending or accepting a voluntary surrender of peace officer certification.

(i) Be commissioned or appointed by the Department prior to attending CLEET-approved certification training.

(j) Not have been involuntarily committed to an Oklahoma state mental institution.

(k) Certify that he/she is physically able to fully participate in and complete all phases of the CLEET Basic Peace Officer Certification Academy as mandated in CLEET rules.

(l) Submit all required documentation and enrollment materials.

Candidates shall also meet the following requirements of the City of Sand Springs:

- 21 years of age
- High school diploma or GED
- 64 credit hours or an Associate's Degree from a regionally accredited college, **or** have received an honorable discharge after a minimum of two full-time active years with a branch of the military
- To verify your college meets the regionally accredited requirement, please visit this link: https://ope.ed.gov/accreditation/
- Your college must be from one of the following accreditations to be accepted as a minimum requirement
    - Accrediting Commission for Community and Junior Colleges
    - Western Association of Schools and Colleges
    - Southern Association of Colleges and Schools
    - Northwest Accreditation Commission
    - Higher Learning Commission
    - New England Association of Colleges and Schools
    - Middle States Commission on Higher Education

1000.8.2 PROBATIONARY PERIODS

The Administration Division Commander should coordinate with the Sand Springs Human Resources Department to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

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1000.9 JOB DESCRIPTIONS

The Administration Division Commander should ensure that a current job description is maintained for each position in the Department.

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Performance Evaluations

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Sand Springs Police Department performance evaluation system.

1001.2 POLICY

The Sand Springs Police Department shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 TYPES OF EVALUATIONS

The Department shall use the following types of evaluations:

Regular - An evaluation completed annually by the employee's immediate supervisor.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Division Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

1 = Unacceptable - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3 = Meets Expectations – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

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4 = Exceeds Expectations – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

5 = Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise on the employees hiring anniversary to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover the period from the employees hiring anniversary of each year and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year on the anniversary of the employee’s date of appointment or hire.

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Those employees who are required to successfully complete a probationary period should be evaluated monthly.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

Annually the Human Resources Department of the City of Sand Springs shall provide access to and require the employee to read the City harassment and discrimination policies and the Sand Springs Police Department 315 Discriminatory Harassment Policy. The Human Resources Department shall providethe employee a form to be completed and returned that acknowledges the following:

(a) The employee understands the harassment and discrimination policies.

(b) The employee has had all questions regarding the policies sufficiently addressed.

(c) The employee knows how to report alleged harassment and discrimination policy violations.

(d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the Human Resources Department (or other authorized individual if the employee is uncomfortable returning the form to the Human Resources Department) within one week. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor’s Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

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1001.8 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Division Commander or the authorized designee. The Division Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given.

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Human Resources Department.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Sand Springs Human Resources Department.

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Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Sand Springs Police Department.

1002.2 POLICY

The Sand Springs Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) (a) SWAT Team Member
(b) CLEET Instructor
(c) Field Training Officer
(d) Street Crimes Officer
(e) V.I.P.S. Coordinator
(f) Canine Handler
(g) Major Accident Investigation Team Member
(h) any other specialty team or group established by the department.

Divisional transfers such as Detective, Services and Administration are at the discretion of the Chief of Police who will be the sole authority over such assignements. No property interest is created by assignment to a divisional position outside of which may be outlined within the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109.

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) One year of relevant experience
(b) Off probation
(c) Possession of or ability to obtain any certification required by CLEET or law
(d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

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(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

(c) Expressed an interest in the assignment.

(d) Any skills or certifications required for the assignment.

(e) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work.

(b) The Steering Committee will convene and interview the members if needed. The Steering Committee will make a recommendation to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

The selection process for members of the SWAT Team and Street Crimes are excluded from this process and shall be conducted as regulated by their respective manuals/SOP.

The selection for divisional transfers will be made solely at the discretion of the Chief of Police.

1002.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Sand Springs Human Resources Department. Promotions will be made in accordance with any provisions outlined within the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109.

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1002.4.1 PROMOTION - DEFINITIONS

Continuous Service - Continuous service shall be defined as unbroken service as a sworn police officer and/or supervisor.

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Grievances

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Sand Springs Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1003.1.1 GRIEVANCE DEFINED

A grievance is a difference of opinion or dispute regarding the meaning, interpretation, or application of any of the following:

- The employee agreement
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1003.2 POLICY

It is the policy of the Sand Springs Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS

Grievances may be brought by an individual employee or by an employee group representative. Employees may have representation during the grievance process.

Except as otherwise required under the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109, if an employee believes that he/she has a grievance as defined above, that employee shall:

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor

(b) If the issue is not resolved, the employee may ask to meet with the Chief of Police to resolve the issue.

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(c) If the issue cannot be resolved at this time, the employee will proceed under the process outlined in the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109, taking care to present the initial grievance within 20 days, excluding Saturday and Sunday, of the incident or knowledge of the incident.

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

1003.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS

The Training Supervisor should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Training Supervisor should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.

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Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance or employment agreement.

1004.2 POLICY

The Sand Springs Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

State law protects employees from being discharged, penalized or in any other manner discriminated against because they file a complaint or institute an investigation concerning the enforcement of certain labor laws or testify in an investigation or proceeding concerning the enforcement of any Oklahoma labor law (40 O.S. § 199). State law also protects employees engaging in certain activities related to enforcing child abuse laws, occupational health and safety standards, workers' compensation laws and unlawful discrimination laws (10A O.S. § 1-2-101; 40 O.S. § 403(B); 85A O.S. § 7; 25 O.S. § 1601).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Unit for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Services Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Sand Springs Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Sand Springs Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC ABUSE CONVICTIONS AND COURT ORDERS

Federal and Oklahoma law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 21 O.S. § 1290.10).

All members and retired officers with identification cards/Commission Cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Members shall report arrests, prosecutions, diagnoses or detentions that may lead to the revocation of their CLEET certification. This may involve (70 O.S. § 3311(J)(1)):

(a) A felony or domestic abuse offense.

(b) A misdemeanor involving moral turpitude.

(c) An emergency detention or a diagnosis of a mental illness, condition or disorder by a licensed physician, psychologist, or a licensed mental health professional as a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life.

(d) Entry of a final order of protection against a member.

(e) Any violation of the Oklahoma Private Security Licensing Act.

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While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable CLEET certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards/Commission Cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1005.5.1 NOTIFICATION REQUIREMENTS

The Administration Division Commander shall make notifications to CLEET regarding the resignation or termination regarding any current officer in accordance with the Personnel Complaints Policy.

Officers shall immediately notify CLEET if the officer is arrested or if criminal proceedings are initiated against the officer. Notice shall also be required if an emergency or a final victim protective order has been issued against the officer (70 O.S. § 3311(J)(14); OAC 390:10-1-8).

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Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy meets the statutory requirement setting forth the specifics of a drug- or alcohol-testing program (40 O.S. § 555).

1006.2 POLICY

It is the policy of the Sand Springs Police Department to maintain a work environment that is safe as well as conducive to productive work performance. Therefore, it is prohibited for City of Sand Springs employees to unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on duty or on the work premises.

It is a condition of continued employment for an employee to abide by the terms of this statement. Any employee who pleads guilty to, or pleads no contest to, or who is convicted of a criminal drug statute occurring in the workplace must notify the Chief of Police no later than five (5) days after such conviction. The Police Department will take action against the employee in accordance with State law and the collective bargaining agreement with FOP Lodge #109.

Additionally, the City of Sand Springs will not consider for employment any applicant who tests positive on a detection test for illegal drugs. Those individuals will be prohibited from employment with the City for at least one (1) year. The applicant may re-apply after the one (1) year period; however, he/she must successfully pass the drug screen. In certain cases as required by law or regulations, proof of substance rehabilitation may be required.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

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Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.7 SCREENING TESTS

The Department may request or require an individual to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

1. The supervisor reasonably believes that an employee may be under the influence of drugs or alcohol, based on, but not limited to, the following:
    (a) Following a conditional job offer.

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(b) An employee transfers or is reassigned to a different position or job.

(c) For a period of up to two years commencing with an employee's return to work following a positive test or participation in a drug- or alcohol-dependency treatment program.

(d) The employee or another person has sustained a workplace injury or property has been damaged.

(e) Drugs or alcohol on or about the employee's person or in the employee's vicinity.

(f) Conduct by the employee suggests impairment or influence of drugs or alcohol.

(g) A report of drug or alcohol use while the employee is at work or on-duty.

(h) Information that an employee has tampered with drug or alcohol testing.

(i) Negative performance patterns.

(j) Excessive or unexplained absenteeism or tardiness.

In addition to alcohol, the following drugs may be tested for:

(a) Amphetamines, Barbiturates, Opiates, Benzodiazepines, Cocaine, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Cannabinoids (Marijuana) and Steroids.

1006.7.1 ADDITIONAL SCREENING TESTS OF SAFETY-RELATED EMPLOYEES

The Department may also request or require employees who are officers, have drug interdiction responsibilities, are authorized to carry firearms or are engaged in activities which directly affect the safety of others to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) (a) As part of the employee’s routinely scheduled fitness-for-duty medical examination or other routinely scheduled testing.

(b) In connection with the employee's return to duty from a leave of absence.

(c) Under a random testing program of employees.

In addition to alcohol, the following drugs may be tested for:

(a) Amphetamines, Barbiturates, Opiates, Benzodiazepines, Cocaine, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Cannabinoids (Marijuana) and Steroids.

1006.7.2 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

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(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.3 DISCIPLINE

An employee may be subject to disciplinary action if the employee (40 O.S. § 562):

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1006.7.4 SAMPLE COLLECTION AND TESTING

The following apply to the department's drug- and alcohol-testing procedures:

(a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(b) A confirmed positive test may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(c) An employee or job applicant will have the opportunity to provide notification of any information he/she considers relevant to the test, including currently or recently used prescription or non-prescription drugs (40 O.S. § 559).

(d) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a retest if requested within 24 hours of receiving notice of a positive test result (40 O.S. § 555; 40 O.S. § 556).

(e) All disciplinary procedural safeguards in this Policy Manual apply including the post-discipline appeal procedures (see the Grievances Policy).

(f) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in 40 O.S. § 555.

(g) The safeguards of 40 O.S. § 559 and 40 O.S. § 560 will be followed for any testing.

1006.8 PROCEDURES FOR EMPLOYEEE DRUG TESTING

A. When urinalysis or blood test is to be conducted, the supervisor in charge will advise the department head, who will advise the employee. The Chief of Police or his designee will advise the employee that if such test result is positive, that the employee may be subject to disciplinary action. The department head shall notify the City Manager that an employee is being asked to submit to a drug test.

B. If the employee is ambulatory, the employee's supervisor will transport the employee to the City's designated drug testing collection site where a urinalysis or blood test will be conducted. The supervisor will witness the consent form and supply a written statement outlining the reasons for requesting the drug tests.

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C. If the urinalysis or blood test results are determined to be positive and if the employee is a current participant in the Employee Assistance Program for substance abuse, the employee may be suspended, demoted, or terminated
following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable. The EAP coordinator shall determine if the employee will be dropped from the
program.

D. If the employee is not a participant of the EAP and work rules were violated in conjunction with a positive drug test, the employee shall be subject to dismissal
following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable.

E. If the employee is not a participant of the EAP and had a positive drug test, but did not break other work rules, the appointing authority may suspend, demote, or dismiss the employee following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable.

F. Additional factors that shall be considered when determining the disciplinary action shall be the responsibilities of the position, the dangers which the drug use or intoxication presented, and the past work history of the employee.

G. Continued employment shall be contingent upon the employee agreeing in writing to undergo periodic drug testing for two (2) years and satisfactorily participating in the Employee Assistance Program.

H. If substances were detected in the urinalysis or blood test which were allegedly prescribed for the employee, the employee has twenty-four (24) hours after learning of the results of the urinalysis or blood test to produce a valid
prescription. Employees who cannot produce a valid prescription will be subject to disciplinary action. The decision to suspend, demote, or dismiss will be basedon criteria set out in the above policy sections.

I. The supervisor shall be responsible to make a reasonable effort to ensure the employee is safely transported to their place of residence after testing for drug use has been completed.

J. If an employee is not conscious, the situation will be considered a medical emergency. The physician will take whatever actions are deemed necessary, within the scope of professional judgment, to adequately respond to the
emergency.

1006.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

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1006.10 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests, a member's explanation of test results and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy (40 O.S. § 555).

Drug and alcohol test results and related information shall be made available for inspection and copying upon request by the applicant or employee and may be released to others pursuant to 40 O.S. § 560 and 40 O.S. § 562.

1006.11 EXEMPTION FOR PRESCRIBED MEDICAL TREATMENT

The use of legally controlled substances as part of a prescribed medical treatment by a licensed physician will not result in elimination from consideration for employment, if that treatment does not adversely affect the individual's ability to perform the required duties of the position for which he/she is hired. This must be substantiated by a physician's report or statement.

1006.12 EMPLOYEES MUST BE NOTIFIED THEY COULD BE TESTED FOR USE OF DRUGS

Any Sand Springs Police Department employee must be informed of the possibility that they could undergo drug tests by urinalysis or blood test for illegal classified or scheduled drugs and legal drugs before any such urinalysis or blood test may actually be conducted. This policy shall serve as such notice for all Police Department employees.

1006.13 DRUG TESTING POLICY DOES NOT PROTECT SAND SPRINGS POLICE DEPARTMENT EMPLOYEES FROM LAW ENFORCEMENT AGENCIES

No section of this policy is to be interpreted as protecting Sand Springs Police Department employees from law enforcement agencies or agents wishing to apprehend or investigate employees for the use, sale, or distribution of an illegal controlled or scheduled substance as part of a bona fide criminal investigation.

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Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees is detailed in the City personnel manual or applicable employment agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1007.2 POLICY

It is the policy of the Sand Springs Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Shift Supervisor or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30-days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE

Members absent from duty for more than five (5) consecutive days shallpresent at the time of return to work, a statement from the member's doctor describing the illness. Members on an extended

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absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of five or fewer days.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources Department as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned duties.
2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1007.6 LEAVE SHARING

Members may share accumulated leave time in compliance with the established employment agreement or city policy.

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Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Sand Springs Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Sand Springs Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Adhering to mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens (40 O.S. § 403; OAC 380:40-1-2).

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2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Implementing universal precautions pursuant to 63 O.S. § 1-502.1 and OAC 310:670-5-8.

The ECO should also act as the liaison with the Oklahoma Public Employees Occupational Safety and Health Division and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of bio-hazardous waste appropriately or labeling bio-hazardous material properly when it is stored.

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1008.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions will be offered the HBV vaccination within one month of employment and may receive any routine booster at no cost (29 CFR 1910.1030; 40 O.S. § 403; OAC 310:670-5-8; OAC 380:40-1-2).

The vaccination program for members who may act as first responders shall be implemented as appropriate under 63 O.S. § 682.1.

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Name of the member exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall complete an Oklahoma Health Department Communicable Disease Risk Exposure Report (Form 207) for each incident and submit to the appropriate Division Commander. The Division Commander shall ensure the report is submitted in accordance with OAC 310:555-1-4.

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

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1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual directly or through:

  (a) Notification through public health reporting and disclosures (63 O.S. § 1-502.1).

  (b) Notice to persons in contact with infected inmates pursuant to 63 O.S. § 1-523.

(b) An order by the local health officer for an examination for tuberculosis pursuant to 63 O.S. § 1-402.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

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1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

1008.8 COVID 19 TEMPORARY POLICY

The following instructions will be used for the temporary time that our community is under threat of the Coronavirus Covid-19. This policy will also replace the COVID-19 Policy for the City of Sand Springs in reference to police and Communications employees.

Prevent and Reduce Transmission Among Employees

- Employees showing marked symptoms of COVID-19, or that have been diagnosed/ tested positive for COVID -19 should notify their supervisor and stay home. (Refer to appropriate leave policies included in this document.)
- At the beginning of each shift employees should check temperature utilizing walk-up kiosks or handheld thermometers, these evaluations shall be logged on an appropriate form.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home. The employee's work area should be sanitized utilizing electrostatic spray. (See Exposure Evaluation)
- Maintain social distancing of six (6) feet or more
- Anytime social distancing cannot be maintained, masks/ face coverings shall be utilized. Gloves should not be worn throughout the building due to cross contamination. Gloves should only be worn to accomplish the given task (e.g., search a prisoner) and then discarded.
- Help protect yourself and others by doing the following:
    - Wash hands often or to use hand sanitizer if hand washing is not possible
    - Avoid touching their eyes, nose, and mouth with unwashed hands.
    - Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow and immediately wash hands.
    - Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones.

Symptoms

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The Following are known symptoms of COVID-19. (Italicized indicate most common)

- *Fever or chills (fever= 100.4 orhigher)*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Close Contact Exposure

Close contact is now defined as:
Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

Exposure Evaluation

If an employee has a suspected exposure at or away from work, becomes ill at work or arrives at work symptomatic the situation shall be evaluated so a safe course of action can be established, that procedure shall be as follows:

- If at work employee shall be immediately isolated.
- The On-Duty Supervisor shall be notified, who will notify the Division Commander.
- The Division Commander will notify Chief Carter and Deputy Chief Mars.
- The Division Commander will insure the Risk Assessment Form is completed.
- Fire Chief Mike Wood will be contacted and sent the Risk Assessment Form. In the absence of Chief Wood, Deputy Fire Chief Hall will be contacted.
- Information gained shall be evaluated by Chief Wood or Chief Hall.
- Appropriate actions needed will be advised to employee, supervisor & HR.
- Notifications will be made as needed by Chief Wood & HR.

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- All directions given by Chief Wood or Deputy Chief Hall will be followed as if given by Chief Carter.

Return to Work Criteria

Persons with COVID-19 who have symptoms and were directed to care for themselves at home, may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset **and ;**
- At least 24 hours have passed since resolution of fever without the use of fever reducing medications **and;**
- Other symptoms have improved.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of first positive RT-PCR test for SARS-CoV-2 RNA.

Maintaining a safe work environment

- Common areas shall be sanitized at least once daily utilizing an electrostatic sprayer.
- Individual offices/work areas shall be sanitized often.
- Common break/ lunch areas should not be utilized by multiple employees at once.
- Utilize video/teleconference meetings whenever practical.
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Each employee will be issued masks for each work week. Employees will return used masks at the end of the week per the section below entitled Mask Sterilization.

Dispatchers

(a) In cases that are non-emergency in nature, Dispatchers will take calls as normal, but will also make sure in all cases to get a call back number. The officer will be dispatched with the information about the call as is normal procedure, but the officer will then be instructed to go to “B” for the complainant’s phone number. You will instruct the Reporting Party to wait for an officer to call them.

(b) In cases that are a true emergency or require an officers physical presence (i.e. traffic collisions, domestic violence or major felony) an officer will be dispatched to the scene as normal.

(c) In cases of a walk in report, you will direct the individual to a specific report room and tell them to wait for the phone to ring and to answer it. You will then dispatch and officer to the station, who will call the appropriate report room and take the report over the phone.

- Report Room 1 - Extension 1779
- Report Room 2 - Extension 1780

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(d) When taking any calls for service where the presence of an officer or firefighters is necessary, you will obtain information and indicate, “Respiratory PPE Advised” if appropriate. To gain this information from the caller, you will ask:

(a) Do you or anyone in the household have COVID-19?

(b) Have you or anyone in the household been exposed to COVID-19?

(c) Are you or anyone in the household running a fever?

(d) Have you or anyone in the household been State or Doctor quarantined?

(e) Any other health concerns I need to inform our officers about?

You will also check the address in Spillman and/or the paper list kept in dispatch to see if it comes back with a warning in reference to Universal Precautions. If it does, or you are notified by EMSof a concern about possible infectious disease being present, you will notify the responding officers/ firefighters that, “Respiratory PPE Advised”. No mention of COVID-19 or any lists shall be made over the radio.

No copies of the list shall be made and this information will not be made available unless there is a call to that address or other need.

(e) When dealing with prisoner’s laundry, employees will wear gloves and N-95 or KN-95 mask and have the prisoners deposit their own laundry into the hamper.

(f) Please wipe down surfaces in Dispatch such as counter tops, keyboards and mice. This should be done before every shift starts.

(g) If you believe that you have contacted someone who may be infected, someone who is symptomatic, or you become symptomatic, you will notify your supervisor immediately.

(h) If you have to search a prisoner, you will wear gloves and mask.

(i) No one other than communications employees or records are to be allowed to be inside dispatch.

(j) Masks are not required when working with two dispatchers inside communications.

(k) If you have any questions or concerns, please ask.

Officers

(a) No in house briefings. Shifts will brief on B side and not in groups. Roll call will be taken by the oncoming supervisor who will then brief. Proper radio protocol will be followed.

(b) Time spent in the station should be limited and distance should be kept from other officers and dispatchers while here.

(c) Only the number of officers needed for a call should respond. Stay in district when feasible.

(d) Maintain a distance of 6 feet from other people when possible.

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(e) PPE is optional when handling a call outside (ie. traffic stop, collision etc.). Masks and gloves are mandatory when inside a building on a call when dealing with citizens, transporting prisoners and booking prisoners.

(f) N-95 or KN-95 masks are mandatory when you cannot maintain a 6 foot distance from other people for a period of more than 5 minutes. (e.g., arrests, transports). Excluded from this rule are FTO/APO's riding together in vehicles or other officers who commonly work together in close quarters.

(g) Hands need to be washed with soap and hot water for at least 20 seconds after calls or using the restroom.

(h) It is recommended to bring an extra uniform and change out if you have had direct physical contact with suspect.

(i) If you have contact with a confirmed case, or symptomatic person or you start to be symptomatic, you should not report to work and notify your division commander immediately.

(j) Officers should not be in dispatch. If you need a printout, dispatch will send it to the printer for you.

(k) No more than two officers shall be inside a restaurant eating lunch at a time.

Operational Considerations

(a) In cases that do not require an officer to be in proximity to a victim, the officer will call the victim and take the report over the phone. This will not apply to cases where a suspect is in custody or on scene (i.e. Wal-Mart) or a serious felony.

(b) Walk in complainants will be asked to go into a report room and the officer will call them from the patrol area. Any paperwork exchange will happen through the records window.

(c) Municipal warrants will be served by issuance of a summons assigning a new court date unless the officer has reason to believe that the suspect will not appear.

(a) Use 00.00.01 Warrant Summons as the crime type on DigiTicket.

(b) Indicate in the remarks which warrants are being served.

(c) Attach a copy of the citation to the warrant return.

(d) Place them in the Bond Drawer as normal.

(d) Municipal open charge prisoners will be processed and then released with a court date unless intoxicated or violent. If you feel there are other circumstances that necessitate a suspect being held, please contact your division commander through your chain of command.

(e) State prisoners will be transported without delay to the county jail.

(f) Any bedding or jail uniforms will be placed in the dirty clothes by the prisoner before his/her release.

(g) Court has been rescheduled to resume at a date to later be announced.

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(h) Officers will make every effort to obtain email addresses from all parties involved in cases (Victims, suspects, witnesses, etc.)

(i) The Courts are trying to limit the number of people held in the DLMCC. Please use discretion on what warrants are served and the need to take people into physical custody. If the arresting officer has specific public safety concerns regarding a particular arrestee (violence, threats, on-going criminal activity) inform them that Special Judge David Guten may be contacted for criminal / bail bond emergencies. As with all arrests, the more information which can be provided on the PC affidavit – to include criminal history – the more helpful it is in setting bond and bond conditions.

Enforcement of Business Restrictions

(a) There are currently no restrictions on businesses or mandatory mask wear for citizens inside the City of Sand Springs.

Mask Sterilization

Due to the low availability of masks in the country, we may utilize a procedure to sterilize masks after use. The following procedure will be utilized.

(a) Police Administration will issue each patrol officer and dispatcher enough masks to cover a two-week work period (7 masks).

(b) Police Administration will issue all other officers and employees 5 masks.

(c) Upon receiving their masks, employees will mark each mask with their name and badge number on the inside of the mask with a sharpie.

(d) Upon ending the shift in which an officer responded to a call or having contact with the public that requires the use of a mask, each officer will place the mask used that day in the paper bag that is marked and provided for that purpose.

(e) Upon searching a prisoner or having contact with the public in any way that a mask needs to be utilized, dispatchers and all other employees will place the mask used that day in the paper bag that is marked and provided for that purpose.

(f) At the end of the work week all bags that contain used masks will be placed in the box labeled for mask collection in the prisoner release room between the jail and the records area.

(g) Any employee which has contact with a person who has been confirmed as testing positive for COVID-19 will place the used mask in a trash bag and take it to the dumpster behind the station. You will then detail the encounter, mask use and destruction by inter-office to your division commander who will make arrangements to re-issue a new mask.

(h) If an employee breaks an elastic strap on a mask, they will use another and contact their supervisor for help in fixing that mask before returning it to service.

(i) Police Administration will have the masks turned in for sterilization to be put through the process and then returned to the officer or employee.

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Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Sand Springs Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Sand Springs Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Sand Springs Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1009.4 SIGNAGE

Signs shall be conspicuously posted at entrances to, and in prominent locations within, the department facilities where smoking is prohibited, stating that smoking is prohibited and that the indoor environment is free of tobacco smoke or that a smoke-free environment is provided pursuant to 63 O.S. § 1-1525 and OAC 310:355-17-1.

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Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Sand Springs Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Sand Springs Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Internal Affairs Unit, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Internal Affairs Unit, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint (see also the Notification to Council of Law Enforcement Education and Training (CLEET) section in this policy).

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint form s will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form . The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

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1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1010.6.1 SUPERVISOR RESPONSIBILITIES

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

1. The original complaint form will be directed to the Shift Supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complaints in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

1. Follow-up contact with the complainant should be made within 48 hours of the Department receiving the complaint.
2. If the matter is resolved and no further action is required, the supervisor will note the resolution on an inter-office correspondence and forward the form to the Division Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Shift Supervisor and Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Human Resources Department and the Shift Supervisor for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Shift Supervisor, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator’s name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

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(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Internal Affairs Unit, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, the employee shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Sand Springs Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

  (a) Prior to any interview or special examination, the employee shall receive a confidential written notification of the complaint. This notification will include a copy of the original complaint or a summary adequately listing the relevant facts and a reference to the employee's rights and responsibilities during the investigation.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

  (a) An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a Garrity advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

  (b) No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

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(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

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If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

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A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Sand Springs Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

Administrative investigations shall not commence until the criminal investigation is complete unless authorized by the Chief of Police.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police or his designee shall start a due process tracking form and follow the outlined processes if the discipline is against a sworn member subject to provisions of the collective bargaining agreement. Discipline against members not subject to the collective bargaining agreement will proceed under city policy and procedures.

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1010.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-determination process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.12 DISCIPLINE DETERMINATION

When the Chief of Police has made his determination as to the discipline action, the member shall be notified of the proposed discipline. The Chief or his designee shall allow for the member to have:

(a) 1. An opportunity to elect for a Police Board within 168 hours of receiving the notice.

If the member waives their rights to a police board, the discipline will be imposed as set forth by the Chief of Police.

If the member elects for a Police Board, the discipline will be held until a final determination in the process is made.

The discipline process shall be finished as prescribed by the Collective Bargaining Agreement between the City of Sand Springs and FOP Lodge #109.

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1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.14 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any employment agreement and/or personnel rules.

1010.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1010.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.17 NOTIFICATION TO COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET)

The Chief of Police or the authorized designee shall notify CLEET:

(a) Whenever any officer resigns or is terminated. The notification shall be made within 10 days of the resignation or termination or within 30 days if the officer was under investigation (70 O.S. § 3311(H); 70 O.S. § 3311(J)(8)).

(b) When any civil proceeding or lawsuit is initiated against an officer that relates to matters under the purview of CLEET pursuant to 70 O.S. § 3311. The notice must be sent no later than 10 days after the officer is served with notice of the proceeding (OAC 390:10-1-8).

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Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (47 O.S. § 12-414).

1011.2 POLICY

It is the policy of the Sand Springs Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement. Exceptions do not include a nonspecific belief that an unusual event could occur.

1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 47 O.S. § 11-1112.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

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1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the 302 Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Sand Springs Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE

The Administration Division Commander shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when an officer begins service at the Sand Springs Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in uniform or taking part in department range training.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.

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1012.3.2 INSPECTION

Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

1012.3.3 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 RANGEMASTER RESPONSIBILITIES

The responsibilities of the Rangemaster include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.

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Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name. All sections of this policyare secondary to provisions of the Collective Barganing Agreement with the City of Sand Springs and Fraternal Order of Police Lodge #109. Where a conflict may arise between the two documents, the Collective Bargaining Agreement will be used as the standard.

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Oklahoma (51 O.S. § 24A.7).

1013.3 DEPARTMENT FILE

The department file shall be maintained in the Human Resources office of as a permanent record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment.
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination nor shall it prohibit the entry of the adverse comment into the member's file.

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(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Training Supervisor for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Supervisor or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Supervisor or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file.

(a) Non sustained

(b) Unfounded

(c) Exonerated

1013.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

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(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.8.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

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1013.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records except for those records made confidential by statute, during the normal business hours of those responsible for maintaining such files (51 O.S. § 24A.7).

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) The Identity of the persons conducting the 180 evaluations.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

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(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

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Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the Sand Springs Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request document through the chain of command to their Division Commanders. In the case of patrol officers, the chain of command must include the Shift Supervisor.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member's relevant experience, education and training.

(b) All assignments in which the member is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document t, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Division Commander.

In the case of patrol officers, the Shift Supervisor shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Division Commander.

1014.4.2 DIVISION COMMANDERS

If the Division Commander receives a change of assignment request document from a patrol officer that does not contain Shift Supervisor comments, he/she will make appropriate comments and return it to the member without consideration.

The Division Commander will review all change of assignment requests and submit his/her recommendation to the Chief of Police.

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Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Sand Springs Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Sand Springs Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

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1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1015.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police, or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS

Awards may be conferred upon members of the Department and members honorably retired from the department.. These awards include the following:

Sand Springs Police Department Medal Of Honor:

An award to any member of the Sand Springs Police Department for an act of conspicuous gallantry above and beyond the call of duty, while in a police situation where the recipient's life is in imminent dange

Sand Springs Police Department Medal Of Valor:

An award to any member of the Sand Springs Police Department for an act of outstanding bravery or heroism through which the recipient demonstrates to a great degree the characteristics of selflessness, personal courage and devotion to duty.

Sand Springs Police Department Purple Heart:

An award to any member of the Sand Springs Police Department who is killed or injured as a direct result of a police situation. This award shall not be made to officers who are injured as a direct result of their own negligence; reviewing authorities shall not recommend this award lightly.

Sand Springs Police Department Lifesaving Award:

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An award to any member of the Sand Springs Police Department for sustaining or saving the life of any human being through the practice of first aid, either on or off duty, except those persons employed as medics or ambulance attendants, and where substantiated by a medical doctor that without aid a loss of life would have occurred. This award may be made to any officer who, through outstanding or appropriate actions, saves the life of another officer or citizen.

Sand Springs Police Department Chief's Award:

An award to any member of the Sand Springs Police Department for an outstanding accomplishment which has resulted in improved administration, improved operation, or substantial savings in manpower or operational costs, where the recipient has gone above and beyond the requirements of his normal assignment to contribute to more effective and efficient police service, or for outstanding police work which has brought great credit to the department in a case of unusual public interest.

Sand Springs Police Department Award:

An award to any member of the Sand Springs Police Department for an outstanding act or achievement which brings credit to the city of sand springs and/or to the Sand Springs Police Department, which involves performance above and beyond that required by the recipient's basic assignment

Sand Springs Police Department Meritorious Commendation:

An award to any member of the Sand Springs Police Department for an outstanding act or achievement, above and beyond the recipient's normal duties, which brings credit to the individual police officer or employee.

Sand Springs Police Department Squad Commendation:

An award to a shift, division or specialty group for an outstanding act or achievement or participation in a case or incident that brought credit upon the Sand Springs Police Department.

Sand Springs Police Department Community Service Award:

An award to any member of the Sand Springs Police Department for an outstanding act or achievement, which brings credit to the Sand Springs Police Department which involves a service to the community above and beyond the recipient's normal assignment.

Sand Springs Police Department years of service award:

An award given to any member of the Sand Springs Police Department who completes 5, 10, 15, 20, 25, 30 or 35 years of active service.

1015.6 AWARDS COMMITTEE

5-member board

1 supervisor of any rank appointed by the Chief’s office as committee chairman

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3 volunteers from patrol division

1 volunteer from detective division

** If a vacancy occurs the Chiefs office will modify the board to achieve the mission**

The committee will convene when directed by the Chief of Police or Committee Chairman.

Upon receipt of a nominating letter, the committee chairman will cause all documentation relating to the incident(s) or reason, set forth in the nomination, to be collected and prepared for presentation to the committee.

After careful consideration of each nomination, the committee will forward a written recommendation to include all supportive documentation regarding the appropriateness of the nomination to the Chief of Police.

The committee may recommend a different award, an additional award, concur with the nomination, or recommend a denial of an award.

Upon receipt of the committee's recommendation, the Chief of Police may ap prove, alter, or deny the recommendation.

Upon final approval by the Chief of Police of the awards committee's recommendation, the recipient will be presented the approved award during an annual formal ceremony (however, an informal presentation may be conducted immediately upon the approval of the Chief of Police for any award.)

The Chief of Police may approve and present the Chief's award to any member of the department on his own initiative.

1015.7 WEARING OF AWARD RIBBONS

The commendation, specialized membership bars, and shooting pins shall be worn horizontally on the uniformed officer's regulation uniform, centered directly above the name plate.

The commendation, specialized membership bars, and shooting pins shall be worn in rows of two (2) with the highest award near the heart. When three (3) different awards received, the highest award shall be worn centered above the other two.

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Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY

The Sand Springs Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

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1016.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member's Division Commander.

1016.4.2 DUTY STATUS

In conjunction with the Shift Supervisor or the member's Division Commander, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member's Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.5.1 PROCESS

The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

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Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

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Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1017.2 POLICY

It is the policy of the Sand Springs Police Department to provide meal periods and breaks to members of this department in accordance with the applicable employment agreement and the City personnel manual.

1017.3 MEAL PERIODS

Officers and dispatchers shall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from the dispatcher prior to taking a meal period. Uniformed officers shall take their meal periods within the City limits and shall monitor the police radio, unless on assignment outside of the City.

The time spent for the meal period shall not exceed one (1) hour.

No meal period shall be taken in the first or last hour of the work day unless specifically authorized by the on-duty supervisor.

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Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child.

1018.2 POLICY

It is the policy of the Sand Springs Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (40 O.S. § 435).

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private (40 O.S. § 435). Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1018.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

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Payroll Records

1019.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1019.2 POLICY

The Sand Springs Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the City payroll procedures.

1019.5 RECORDS

The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

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Overtime Compensation

1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1020.2 POLICY

The Sand Springs Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1020.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

1020.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

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1020.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.

1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee's Division Commander for final approval.

1. After the Division Commander has authorized compensation, the request shall be submitted to Administration as soon as practicable.

Supervisors may not authorize or approve their own overtime.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	INDICATE ON CARD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1020.5.1 VARIATION IN TIME REPORTED

When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the officers, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1020.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. Requests to use compensatory time will be submitted to the employee's supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

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Outside Employment and Outside Overtime

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for department members who seek to engage in authorized outside employment or outside overtime.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this department for another employer, organization or individual who is not affiliated directly with this department when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Outside overtime - Duties or services performed by members of this department for a private organization, entity or individual, that are requested and scheduled directly through the Department. Member compensation, benefits and costs for such outside services are reimbursed to the Department.

1021.2 POLICY

Members of the Sand Springs Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action.

1021.3 OUTSIDE EMPLOYMENT

1021.3.1 REQUEST AND APPROVAL

Members must submit the designated outside employment request form to their immediate supervisors. The request form will then be forwarded through the chain of command to the Chief of Police for consideration.

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue outside employment must submit a new request form at the start of each calendar year.

1021.3.2 DENIAL

Any member whose request for outside employment has been denied should be provided with a written notification of the reason at the time of the denial .

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1021.3.3 REVOCATION OR SUSPENSION

Any member whose approval for outside employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for outside employment may be revoked or suspended:

(a) When a supervisor determines the member's performance is failing to meet standards and the outside employment may be related to the deficient performance.

1. Approval for the outside employment may be reestablished when the member's performance has reached a satisfactory level and with his/her supervisor's authorization.

(b) When a member's conduct or outside employment conflicts with department policy or any law.

(c) When the outside employment creates an actual or apparent conflict of interest with the Department or City.

1021.3.4 APPEAL

If a member's request for outside employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Chief of Police within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member's appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1021.4 REQUIREMENTS

1021.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Department reserves the right to deny any request for outside employment that involves:

(a) The use of department time, facilities, equipment or supplies.

(b) The use of the Sand Springs Police Department badge, uniform or influence for private gain or advantage.

(c) The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.

(d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.

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(e) Demands upon the member's time that would render the performance of his/her duties for this department deficient or substandard.

(f) Activities that may conflict with any other policy or rule of the Department.

(g) Duties involved in establishments such as night clubs, bars, strip clubs or other places which may bring discredit upon the agency.

1021.4.2 DEPARTMENT RESOURCES

Any use of departmental vehicles must be pre-approved by the Chief of Police. Only jobs that are within the City Limits of Sand Springs will be considered for the use of a vehicle. Factors that will be considered in determining approval for vehicle use will be, but may not be limited to:

a. Public benefit

b. Type of use of the vehicle

c. Length of drive to the City of Sand Springs

The department uniform may be worn at off-duty employment if within the City limits of Sand Springs and following the rules set forth by policy and procedure.

1021.4.3 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Chief of Police any material changes in outside employment, including any change in the number of hours, type of duties or the demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material are advised to report the change.

1021.4.4 LEAVE OR RESTRICTED DUTY STATUS

Members who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Chief of Police regarding whether such employment should continue.

In the event that the Chief of Police determines that the outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the member and a copy attached to the original outside employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:

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(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's medical professional advisers.

(b) The outside employment requires performance of the same or similar physical ability as would be required of an on-duty member.

(c) The member’s failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Sand Springs Police Department, a written request may be submitted to the Chief of Police to approve the outside employment request.

1021.5 OUTSIDE OVERTIME

1021.5.1 REQUESTS FOR SPECIAL SERVICES

Any private organization, entity or individual seeking special services (e.g., security, traffic control) from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such services will be assigned, monitored and compensated through the Department as outside overtime assignments.

(a) A request for special services during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute will not be approved.

(b) The requester will be required to reimburse the Department for the members' compensation, benefits and costs (e.g., court time) associated with such outside services.

(c) Should such a request be approved, any member working outside overtime shall be subject to the following conditions:

1. The member shall wear the department uniform and carry department identification.
2. The member shall be subject to the rules and regulations of this department.
3. Compensation for such approved outside overtime shall be pursuant to normal overtime procedures (see the Overtime Compensation Policy).

(d) Outside overtime shall be assigned at the discretion of the Chief of Police or the authorized designee.

1021.5.2 ARREST AND REPORTING PROCEDURE

Any officer making an arrest or taking other official law enforcement action while working in an outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the outside overtime assignment.

1021.5.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work outside

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overtime in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.

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Work-Related Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - Includes an injury to the body, or damage or harm to prosthetics, eyeglasses, contact lenses, or hearing aids, of which the major cause is an accident, cumulative trauma, or occupational disease arising out of the course and scope of employment. Does not generally include injuries related to violent acts that occur in the workplace but are not related to the employee's customary duties, injuries from horseplay, or injuries caused by the employee's misuse of alcohol or drugs (85A O.S. § 2).

1022.2 POLICY

The Sand Springs Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (85A O.S. § 3 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours to a supervisor, and shall seek medical care when appropriate.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation including the Employee Incident Report and the Supervisor Incident Report are completed and forwarded promptly. Any related City-wide injury- or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the 330 Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1022.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity and the Administration Division Commander to ensure any required reporting is made to the Oklahoma

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Public Employees Occupational Safety and Health Division as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1022.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police shall review and forward copies of the report to the Human Resources Department. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1022.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the the Employee Incident Report and the Supervisor Incident Report forms, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Administration Division Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1022.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Sand Springs Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

Sand Springs Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

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1023.3.3 MUSTACHES
Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

1023.3.4 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.3.5 FACIAL HAIR
Facial hair, other than sideburns, mustaches and eyebrows, is prohibited, unless authorized by the Chief of Police or the authorized designee.

1023.3.6 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.4.2 TATTOOS
While on-duty or representing the Sand Springs Police Department in any official capacity, tattoos or other body art shall be concealed; except that tattoos may be visible on the arms extending to, but not below the crease in the arm at the wrist. At no time while on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental

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disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, nudity or other obscene material. Employees who wish to display a tattoo in a visible manner shall obtain pre-approval of the respective tattoo artwork from the Chief of Police. Failure to obtain pre-approval, may result in the employee being denied the opportunity to display the tattoo on-duty.

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Sand Springs Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

(d) Branding, scarification or burning to create a design or pattern.

1023.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Sand Springs Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.

(b) Gold, platinum or other veneers or caps used for decorative purposes.

(c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Sand Springs Police Department in any official capacity.

1023.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

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1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

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Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Sand Springs Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Sand Springs Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's employment agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Civilian uniforms shall be clearly distinguishable from those of commissioned officers.

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(g) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

(h) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(i) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

(a) Mirrored sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform in accordance with uniform specifications procedures.

(e) Assignment insignias - Assignment insignias (e.g., South West Area Tactical (SWAT) SWAT, Field Training Officer (FTO)) may be worn as designated by the Chief of Police.

(f) American flag pin - An American flag pin may be worn, centered above the nameplate.

(g) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

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(a) Sand Springs Police Department officer - From the time of death until midnight on the 14th day after the death.

(b) Retired Sand Springs Police Department officer - From the time of death until midnight on the 14th day after the death.

(c) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(d) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(e) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(f) As directed by the office of the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Standard issue uniform to be worn for special occasions, such as funerals, graduations, ceremonies or as directed by the Chief of Police or his designee. May also be worn as the daily uniform.

(b) Class B -Standard issue uniform to be worn daily by designated members.

(c) Class C- Specialized assignment - Specific uniforms to be worn by members in special assignments or training.

(d) Members are prohibited from mixing classes of uniforms.

1024.4.1 CLASS A UNIFORM

(a) Shirt (long / short sleeve) Navy blue in color 100% wool - Fechheimer/ Flying Cross

1. Men’s short sleeve: FEC-70R95 or 70R9586
2. Women’s short sleeve: FEC-170R95 or 170R9586
3. Men’s long sleeve: FEC-20W95 or 20W9586
4. Women’s long sleeve: FEC-120W95 or 120W9586

(b) Trousers Navy blue in color, without cuffs. Fechheimer/ Flying Cross

1. Men’s FEC-32289 or 32289
2. Women’s FEC-32289W or 35289

(c) Coat and gloves

1. Blauer jacket MJ 3-1 w/zip out liner and Gortex
2. Flying Cross WP jacket 59130 WP
   (a) Option - black fur collar
   (b) Option - High visibility

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(c) Option - removable liner

3. Jackets, when worn, will display a sewn on breast badge at all times.
4. Gloves will be smooth leather or equivalent and black in color only. Optional color will be limited to markings on gloves as reflective material used for traffic control only

(d) Shoes and socks

1. Black leather lace up style tactical boots.
2. Black leather lace up style athletic shoes. This shoe must have a rounded toe.
3. Black dress shoe (glossy style) optional for formal appearance only.
4. Socks will be black in color and of any type which the wearer chooses, if wearing ¾ top or less athletic shoes. Socks may be of any color when wearing full length boots.

(e) Neck dressing

1. Tie (optional for normal duty, mandatory for formal appearances)
   (a) Dark blue in color
   (b) Clip on style
2. T-shirt
   (a) Black t-shirt short sleeve crew neck (worn with short or long sleeve uniform)
   (b) Sleeve of t-shirt shall not show below sleeve of uniform.
   (c) No logo shall be visible on t-shirt
3. Turtleneck
   (a) Black Turtleneck
   (b) Worn with long sleeve uniform only
   (c) Only SSPD logo as approved
4. Rain gear
   (a) Yellow in color
   (b) Coat or rain suit type only
   (c) A stencil with the word police in two (2) inch high block letters will be applied on the back.
5. Breast badge
   (a) Worn on shirt located over the left breast pocket
   (b) Sewn on cloth type badge acceptable on coats and jackets only. Located over left breast pocket.
6. Badge – Blackinton b448 hi-glo with maximum dap applied or equivalent.

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(a) Seven point star with one point centered on the bottom

(b) Rank shall be displayed in the top rocker

(c) Sand Springs shall be displayed on the top of the inner circle with police being displayed in the bottom half.

(d) Badge number shall be displayed in the bottom rocker

(e) State of Oklahoma seal shall be displayed in the center

7. Shoulder patch (See Exhibit 4)

(a) Regulation Sand Springs Police Department patch

(b) Worn one-half (1/2) inch below shoulder seam

(c) Worn on all shirts and coats with the exception of rain gear

(d) Patch will be worn both shoulders

8. Collar insignia (non-ranking officers) (See Exhibit 5)

(a) Regulation Sand Springs Police Department (SSP)

(b) Brass or gold in color

(c) Worn on both collars, one-half (1/2) inch from leading edge of the collar and centered

(d) See appendix "a" for example

9. Collar insignia (ranking officers) (See Exhibit 6)

(a) Brass or gold in color

1. Chief of Police - Eagles
2. Deputy Chief of Police - Eagles
3. Captain bars
4. Lieutenant bar
5. Sergeant chevron

(b) Worn on both collars, one-half (1/2) inch from the front and leading edge of the collar

(c) See appendix "b" for example

(d) Collar Insignias may be omitted if wearing an external vest carrier. In such cases, an officer with any rank above that of patrolman will wear a name tag in compliance with this policy.

10. Name plate (See Exhibit 7)

(a) Regulation brass name plate only

(b) Dimensions of plate will be 3/8 inch x 2-1/4 inch

(c) First initial and last name

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(d) All ranks over patrolmen will have rank followed by specifications in item C.

11. Weapons
    (a) All side arms for all officers will be departmental issued.
    (b) Back up weapons will be allowed that conform to department weapons policy
12. Gun belt
    (a) Regulation 2-1/4 inch wide, fancy stitching, hidden brass hooks.
13. Gun Belt Accessories
    (a) All carriers or cases will comply with section 1024.3.1 of this policy and must match the belt.
14. Inner belt
    (a) 1-1/2 inch wide, two layers, bonded edges, Velcro outside
15. Belt keepers
    (a) Will be of the type with Velcro or hidden snaps.
    (b) A minimum of four (4) keepers, maximum of six (6) will be worn on belt.
    (c) Smooth black clarino
16. Holster
    (a) All holsters must be approved by the Chief of Police
    (b) Safariland ALS/SLS clarino Lev. III
17. Magazine carriers
    (a) One (1) double magazine carrier either vertical or horizontal style with Velcro, or hidden snaps.
    (b) Smooth black clarino
18. Handcuff case
    (a) A maximum of two (2) sets of handcuffs will be worn by an officer.
    (b) The case(s) can be a single or double in style
    (c) Will be of the type with Velcro, or hidden snaps.
19. Awards ribbons
    (a) Awards ribbons will comply with the Awards policy and procedure.
20. Organizational ribbons
    (a) Organizational ribbons may be worn as authorized by the Chief of Police
21. Other police insignias
    (a) A maximum of one (1) non-department issued insignias may be worn, these will be approved by the Chief of Police

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22. Body Armor
    (a) All officers are required to wear body armor while wearing the Class A uniform, or the Class B uniform while conducting police operations.
    (b) An exception is made to item "A" for all officers assigned to the station, who will then be required to have their body armor in their immediate possession unless authorized by the Chief of Police.
    (c) Immediate possession is defined as having it in the police unit and available to the officer
    (d) Internal or External carriers must be authorized by the department.
23. Head gear (See Exhibit 9)
    (a) Dark blue hat, Bayly, Inc. manufactured hat. Bayly Police Hat 09NM3AO this shall worn for formal appearances only.
    (b) Regulation brass 2-1/8 inch police hat badge having the State of Oklahoma seal with police" under the state seal. Gold button and gold police cap strap (gold expansion)
    (c) The only exception is for extreme cold weather when the officer deems it necessary to protect himself from the cold while mandated to be outside for an extended length of time.
        1. This head gear will be of solid dark color, black or navy blue. No logos or patches are allowed.
24. Baton (officer qualification required)
    (a) The type of baton authorized will be that of which is approved by the Chief of Police or his designee
25. Baton holder
    (a) Smooth black clarino or that as approved by the Chief of Police.
26. OC unit (officer qualification required)
    (a) OC unit authorized by the Chief of Police
27. OC unit holder
    (a) Smooth black clarino with Velcro or hidden snaps.
28. Taser
    (a) X-2 yellow in color with standard holster
29. Knife
    (a) Only knives with a maximum blade length of four (4) inches will be carried
        1. One knife and one utility tool can be carried in a discreet manner.

1024.4.2 CLASS B UNIFORM

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(a) Shirt- Long Sleeve Spiewak Navy Blue

1. Fechheimer/ Flying Cross 100% wool
    (a) Men's: FEC-20W95 or 20W9586
    (b) Women's: FEC-120W95 or 120W9586
2. Poly Wool 75/25 Duty
    (a) Men: SPDU75ZS
    (b) Women: SPDU76ZS
3. Professional Poly Duty
    (a) Men: SU315ZS
    (b) Women: SU316ZS
4. Professional Poly Base Layer Polo Navy Blue (external carrier only) SBPW75
5. Poly Wool 75/25 Base Layer Navy Blue (external carrier only)
6. Polo Shirt Navy Blue (external carrier only)

(b) Shirt-Short Sleeve-

1. Fechheimer/ Flying Cross 100% wool
    (a) Men's:FEC-70R95 or 70R9586
    (b) Women's: FEC-170R95 or 170R9586
2. Poly Wool 75/25 Duty
    (a)
    (b)
3.
    (a)
    (b)
4.
5.
6.
7.
8.

(c) Trousers-Dark Navy

1. Fechheimer/Flying Cross- Men's: FEC-32289 or 32289
2. Fechheimer/Flying Cross-Women's: FEC-32289W or 35289
3. Spiewak-Poly Wool 75/25 Internal Cargo SPDU27

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4. Spiewak- Poly Wool 75/25 SPDU28
5. Spiewak- Professional Wool 55/45 Internal Cargo SPDU67
6. Spiewak- Professional Poly SU322
7. Blauer-Poly Wool 75/25 8561P7

(d) Coat and gloves

1. Blauer jacket MJ 3-1 w/zip out liner and Gortex
2. Flying Cross WP jacket 59130 WP
   (a) Option - black fur collar
   (b) Option - High visibility reversible
   (c) Option - removable liner
3. Jackets, when worn, will display a sewn on breast badge at all times.
4. Gloves will be smooth leather or equivalent and black in color only. Optional color will be limited to markings on gloves as reflective material used for traffic control only.

(e) Shoes and socks

1. Black leather lace up style tactical boots.
2. Black leather lace up style athletic shoes.This shoe must have a rounded toe.
3. Black dress shoe (glossy style) optional for formal appearance only.
4. Socks will be black in color and of any type which the wearer chooses, if wearing ¾ top or less athletic shoes.Socks may be of any color when wearing full length boots.

(f) Neck dressing

1. Tie (optional for normal duty, mandatory for formal appearances)
   (a) Dark blue in color
   (b) Clip on style
2. T-shirt
   (a) Black t-shirt short sleeve crew neck (worn with short or long sleeve uniform)
   (b) Sleeve of t-shirt shall not show below sleeve of uniform.
   (c) No logo shall be visible on t-shirt
   (d) Turtleneck
      1. Black Turtleneck
      2. Worn with long sleeve uniform only
      3. Only SSPD logo as approved

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(g) Rain gear

1. Yellow in color
2. Coat or rain suit type only
3. A stencil with the word police in two (2) inch high block letters will be applied on the back.

(h) Breast badge

1. Worn on shirt located over the left breast pocket
2. Sewn on cloth type badge acceptable on coats, jackets and external carriers only. Located over left breast pocket.
3. Badge – Blackinton b448 hi-glo with maximum dap applied or equivalent.
   (a) Seven point star with one point centered on the bottom
   (b) Rank shall be displayed in the top rocker
   (c) Sand Springs shall be displayed on the top of the inner circle with police being displayed in the bottom half.
   (d) Badge number shall be displayed in the bottom rocker
   (e) State of Oklahoma seal shall be displayed in the center

(i) Shoulder patch (See Exhibit 4)

1. Regulation Sand Springs Police Department patch
2. Worn one-half (1/2) inch below shoulder seam
3. Worn on all shirts and coats with the exception of rain gear
4. Patch will be worn both shoulders

(j) Collar insignia (non-ranking officers)

1. Regulation Sand Springs Police Department (SSP)
2. Brass or gold in color
3. Worn on both collars, one-half (1/2) inch from leading edge of the collar and centered
4. See appendix "a" for example

(k) Collar insignia (ranking officers)

1. Brass or gold in color
   (a) Chief of Police - Eagles
   (b) Deputy Chief of Police - Eagles
   (c) Captain bars
   (d) Lieutenant bar
   (e) Sergeant chevron

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2. Worn on both collars, one-half (1/2) inch from the front and leading edge of the collar
3. See appendix "b" for example
4. Collar Insignias may be omitted if wearing an external vest carrier.In such cases, an officer with any rank above that of patrolman will wear a name tag in compliance with this policy.

(l) Name plate (See Exhibit 7)

1. Regulation brass name plate only (external carrier may use fabric name plate)
2. Dimensions of plate will be 3/8 inch x 2-1/4 inch
3. First initial and last name
4. All ranks over patrolmen will have rank followed by specifications in item C.

(m) Weapons

1. All side arms for all officers will be departmental issued.
2. Back up weapons will be allowed that conform to department weapons policy

(n) Gun belt

1. Regulation 2-1/4 inch wide, fancy stitching, hidden brass hooks.
2. Bianchi Accumold
3. Galls molded nylon
4. Ciguera gear company Battle Wagon belt.

(o) Gun Belt Accessories

1. All carriers or cases will comply with section 1024.3.1 of this policy and must match the belt.

(p) Inner belt

1. 1-1/2 inch wide, two layers, bonded edges, Velcro outside

(q) Belt keepers

1. Will be of the type with Velcro or hidden snaps.
2. A minimum of four (4) keepers, maximum of six (6) will be worn on belt.
3. Smooth black clarino or nylon consistent with specific belt.

(r) Holster

1. All holsters must be approved by the Chief of Police
2. Safariland ALS/SLS Level III
3. Alien gear rapid force
4. Quick locking system (QLS) optional

(s) Magazine carriers

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1. One (1) double magazine carrier either vertical or horizontal style with Velcro, or hidden snaps.
2. Smooth black clarino or nylon consistent with specific belt.

(t) Handcuff case

1. A maximum of two (2) sets of handcuffs will be worn by an officer.
2. The case(s) can be a single or double in style
3. Will be of the type with Velcro, or hidden snaps.

(u) Awards ribbons (not to be worn on external carriers)

1. Awards ribbons will comply with the Awards policy and procedure.

(v) Organizational ribbons (not to be worn on external carriers)

1. Organizational ribbons may be worn as authorized by the Chief of Police

(w) Other police insignias (not to be worn on external carriers)

1. A maximum of one (1) non-department issued insignias may be worn, these will be approved by the Chief of Police

(x) Body Armor

1. All officers are required to wear body armor while wearing the Class A uniform, or the Class B uniform while conducting police operations.
2. An exception is made to item "A" for all officers assigned to the station, who will then be required to have their body armor in their immediate possession unless authorized by the Chief of Police.
3. Immediate possession is defined as having it in the police unit and available to the officer
4. Internal or External carriers must be authorized by the department.

(y) Head gear

1. Ball cap
   (a) Pacific P-Tec performance Flexfit cap Model 487F or 5.11 Tactical XTU cap Model 89096
   (b) Navy Blue
   (c) Richardson Pro 185 with sewn on 7 point badge.
2. The only exception is for extreme cold weather when the officer deems it necessary to protect himself from the cold while mandated to be outside for an extended length of time.
   (a) This head gear will be of solid dark color, black or navy blue.No logos or patches are allowed.

(z) Baton (officer qualification required)

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1. The type of baton authorized will be that of which is approved by the Chief of Police or his designee

(aa) Baton holder

1. Smooth black clarino or nylon consistent with specific belt, as approved by the Chief of Police.

(ab) OC unit (officer qualification required)

1. OC unit authorized by the Chief of Police

(ac) OC unit holder, clarino or nylon consistent with specific belt.

1. Smooth black clarino or nylon consistent with specific belt, with Velcro or hidden snaps.

(ad) Taser

1. X-2 yellow in color with standard holster

(ae) Knife

1. Only knives with a maximum blade length of four (4) inches will be carried

(a) One knife and one utility tool can be carried in a discreet manner.

1024.4.3 CLASS C UNIFORM- TO BE WORN WHILE ATTENDING TRAINING

(a) Shirt long/short Dark Navy

1. Polo s~~y~~tyle

(b) Pants-Khaki style BDU

(c) Holster

1. Safariland ALS/SLS Level III
2. Quick locking system (QLS) optional

(d) Gun belt

1. Bianchi Accumold
2. Galls molded nylon
3. Ciguera gear company Battle Wagon belt

(e) Gun belt accessories

1. All carriers or cases will comply with section 1024.4.1 of this policy and must match the belt.

(f) Coats and gloves - Complying with the Class A uniform requirements of this policy

(g) Shoes and socks - Complying with the Class A uniform requirements of this policy

(h) Breast badge - Cloth sewn on type seven (7) point star

(i) Shoulder patch - Cloth sewn on type

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(j) T-Shirt - Complying with the Class A uniform requirements of this policy

(k) Weapons - Complying with the Class A uniform requirements of this policy.

(l) Ball Cap

1. Pacific P-Tec performance Flexfit cap Model 487F or 5.11 Tactical XTU cap Model 89096
2. Navy blue
3. Richardson Pro 185 with sewn on 7 point badge.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the (SWAT), bicycle patrol, motor officers and other specific assignments.

1024.5 NON-UNIFORMED OFFICERS ATTIRE

Non-uniformed officers will wear items from the following list that is appropriate for their gender:

(a) Khaki/twill/corduroy pants/511 style tactical pants.

(b) Collard shits, polo, golf, chambray or oxford.

(c) Skirts, capri pants, dresses length ankle to just above the knee.

(d) Dress shoes, loafers, boot shoes, dress boots.

(e) Dress shirts and ties.

(f) Sports coats.

(g) Suits

(h) Slacks

(i) Other clothing as authorized by the Chief of Police for special assignments.

1024.6 CIVILIAN ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary. Non-uniformed members shall wear items from the following list that is appropriate for thier gender:

(a) Khaki/twill/corduroy pants/511 style tactical pants.

(b) Collard shits, polo, golf, chambray or oxford.

(c) Skirts, Capri pants, dresses length ankle to just above the knee.

(d) Dress shoes, loafers, boot shoes, dress boots.

(e) Dress shirts and ties.

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(f) Sports coats.

(g) Suits

(h) Slacks

(i) Jeans that are free of wear and stains.

(j) Other clothing as authorized by the Chief of Police for special assignments.

1024.7 BIKE PATROL TEAM

The Sand Springs Police Department Bike Team uniform will consist of:

(a) Short-sleeved dark navy polo shirt

1. 1½(half) inch reflective band just above the cuffs of the sleeves
2. Shoulder patches, the cloth badge patch on the left chest.
3. Officer's first initial and last name embroidered on the right chest
4. POLICE on the back in reflective material

(b) Dark navy pants with zip-off legs shall have a 1(one) inch reflective patch on the lower thigh under the cargo pocket.

(c) The shoes will be an all black athletic low-cut shoe worn with black socks. If wearing shorts the socks will be low ankle-cut type, and if wearing long pants the socks will be crew or tube type.

1024.8 HONOR GUARD

The Sand Springs Police Department Honor Guard uniform will consist of:

(a) Navy Blue barracks cover with high gloss bill and 1 ¼" wide French Blue band, worn two fingers off of bridge of nose.

(b) Hat badge

(c) White gloves

(d) High gloss Sam Browne gun belt with brass buckle holding the following:

1. High gloss holster
2. Cuff case with brass snap
3. Double magazine pouch with brass snaps
4. 2 Single keepers with brass snap worn in rear , pointing down

(e) High gloss low quarter shoes with black socks

(f) Four button style navy blue dress jacket, with French Blue trim on sleeves,white interior long sleeve button down uniform style shirt.

1. The coat should have brass buttons on breast pockets, 4 brass buttons down the middle of the coat, and abrass button on the epaulets.

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2. The interior shirt will be equipped with a French Blue tie,and SSP collar brass.
3. On the right breast pocket should be the name plate with first initial and last name.
4. On the left breast pocket should be the honor guard badge with a thin blue line mourning badge.
5. On the left shoulder should be a French Blue braided shoulder cord.

(g) On the left sleeve should be a Sand Springs Police Department patch centered on outer sleeve approx. 1” below the top shoulder seam.on the right sleeve the United States flag centered on outer sleeve approx. 1 inch below the top shoulder seam.

(h) Navy blue trouser with a 1 ¼” wide stripe that consists of ¾” French Blue fabric down the outside seam.

1024.9 SWAT

SWAT team members shall wear uniforms and equipment in compliance with the South West Area Tactical (SWAT) policy manaual.

1024.10 OPTIONAL EQUIPMENT

Any items that are allowed by the Sand Springs Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member’s duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.11 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Sand Springs Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

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Conflict of Interest

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Sand Springs Police Department.

1025.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1025.2 POLICY

Members of the Sand Springs Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1025.3 PROHIBITIONS

The Department prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.
2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/ subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Department FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

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Members are prohibited from holding an additional public office unless allowed by law (51 O.S. § 6).

Members are prohibited from engaging in any way in the alcoholic beverage business (37a O.S. § 1-111).

1025.4 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the dispatcher to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1025.5 SUPERVISOR RESPONSIBILITIES

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police or the authorized designee of such actual or potential violations through the chain of command.

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Badges, Patches and Identification

1026.1 PURPOSE AND SCOPE

The Sand Springs Police Department (SSPD) badge, patch and identification card/Commission Card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1026.2 POLICY

Members of the Department will use the SSPD badge, patch and identification card/Commission Card, as well as the likeness of these items, appropriately and professionally.

1026.3 UNAUTHORIZED USE

The SSPD badge, patch and identification card/Commission Card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the SSPD badge, patch or identification card/Commission Card for personal gain or benefit.

(b) Loan the SSPD badge, patch or identification card/Commission Card to others or permit these items to be reproduced or duplicated.

(c) Use images of the SSPD badge, patch or identification card/Commission Card, or the likeness thereof, or the Sand Springs Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1026.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD/COMMISSION CARD

Department members shall promptly notify their supervisors whenever their SSPD badges, patches or identification cards/Commission Cards are lost, damaged or are otherwise removed from their control.

1026.4 BADGES

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1026.4.1 RETIREE BADGES

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

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1026.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the SSPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the SSPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Sand Springs Police Department. The following modification shall be included:

1. Any text identifying the Sand Springs Police Department is replaced with the name of the employee group.
2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1026.5 IDENTIFICATION CARDS/COMMISSION CARDS

All members will be issued an official SSPD identification card/Commission Card bearing the member's name, full-face photograph, member identification number, member's signature and signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification card/Commission Card at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification card/Commission Card in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.

1026.6 BUSINESS CARDS

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

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Temporary Modified-Duty Assignments

1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current employment agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1027.2 POLICY

Temporary light-duty assignments, when available, are for officers and other eligible personnel in the department who, because of injury or illness, are temporarily unable to perform their regular assignments but are capable of performing alternative duty assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the Sand Springs Police Department that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy.

1027.3 DEFINITIONS

Eligible Personnel: For purposes of this policy, a sworn or civilian member, suffering from medically certified illness, injury, or condition, who is temporarily unable to perform their regular assignment but is capable of performing alternative assignments.

Family Medical Leave Act (FMLA): Federal law providing for up to twelve (12) weeks of leave for eligible workers, for their own serious health condition or other situations as outlined in the law and the City's FMLA policy.

1027.4 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Sand Springs Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty positions are limited in number, task, variety, and availability.Therefore: personnel injured or otherwise disabled in the line of duty may be given preference in initial

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assignment to temporary modified duty; and assignments may be changed at any time, with concurrence of the treating physician, if deemed in the best interest of the employee or the agency.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a temporary modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, collective bargaining agreement, or other federal or state law.

Assignment to temporary modified duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits, and assignments shall only be available on Monday through Friday with the working hours of 08:00 - 16:00.

No specific position within the Department shall be established for the use as a temporary modified-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary modified duty.

Officers on temporary modified duty are strictly prohibited from engaging in outside employment in which that officer may reasonably be expected to perform law enforcement functions which they have been determined physically or mentally unable to perform on behalf of the department.

Members who are medically prohibited from performing their regularly assigned duties may not engage in outside or "off-duty" employment until approved by the Chief of Police. Members shall provide the Chief of Police documentation from their attending physician stating that the outside/ off-duty employment is medically permitted.

Officers on temporary modified duty are strictly prohibited from engaging in training or activities associated with any Specialty Team, and shall have their status on any Specialty Team listed as "INACTIVE" until they return to full duty status, they are medically cleared to perform the essential functions of their jobs without restrictions or limitations, or as approved by the Chief of Police.

Depending upon the nature and extent of the injury or illness, an officer on temporary modified duty may be prohibited or restricted from wearing departmental uniform, carrying a weapon or otherwise limited in employing police powers as determined by the Chief of Police so long as such limitations are consistent with this policy.

Temporary modified-duty assignments shall not be made for disciplinary purposes.

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Members who incur a duty-related injury and refuse a temporary modified-duty assignment may be subject to loss of Worker's Compensation benefits. However, such members may be covered by FMLA provisions with respect to obtaining leave, whether paid or unpaid, per FMLA.

Temporary modified-duty assignments are strictly temporary and will not exceed 960 Hours. (Temporary modified duty may be provided for a total of 960 Hours in a one year period, with a year being defined as beginning on the first temporary modified duty day and ending 12 calendar months after the first temporary modified-duty day.) After 960 Hours, personnel on temporary modified duty who are not capable of returning to their original duty assignment may pursue other options as provided by employment provisions under federal or state statute, or collective bargaining agreement, All tracking of Modified Duty hours shall be accomplished through the departments current time-keeping software.

1027.5 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a Temporary Modified Duty Request Form to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the City Attorney as appropriate.

The request for temporary light duty and the physician's statement shall be forwarded to the Office of Chief of Police. The Chief of Police or designee may consult with the City's Human Resources and/or other City Department prior to making a determination regarding the assignment to temporary light-duty.

The Department may require the employee to submit to an independent medical examination by a health provider of the Department's choosing. In the event the opinion of this second health care provider differs from the foregoing health provider, the employee may request a third opinion at the employer's expense.

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The employee and representative of the Department shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Shift Supervisor or Division Commander, with notice to the Chief of Police.

Employees not eligible for FMLA leave, may be offered a temporary modified-duty assignment upon submission of a request from the officer's/employee's immediate supervisor or unit commander to the Chief of Police.

Failure to follow conditions and or to perform adequately at the temoroary modified-duty assignment may be cause for the employee to face discipline or to be removed from temporary modified-duty.

1027.6 ACCOUNTABILITY

Written notification of assignments , work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1027.6.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1027.6.2 SUPERVISOR RESPONSIBILITIES

The employee’s immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

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(c) Ensuring that employees returning to full duty have completed any required training and certification.

1027.7 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1027.8 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1027.8.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1027.9 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1027.10 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Speech, Expression and Social Networking

1028.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Sand Springs Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1028.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Sand Springs Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member’s rights against the needs and interests of the Department when exercising a reasonable degree of control over its members’ speech and expression.

1028.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Sand Springs Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.

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- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the Sand Springs Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Sand

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Springs Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Sand Springs Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Sand Springs Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1028.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is

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occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

1028.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1028.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.

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Jury Duty by Members

1029.1 POLICY

The Sand Springs Police Department recognizes that all citizens have a civic duty to serve as jurors when they are summoned. Therefore, jury leave will be granted in accordance with this policy and the City of Sand Springs Personnel Policies and Procedures, C-4 Court or Jury Duty Leave. Jury leave for nonsworn employees will be administered according to the City of Sand Springs Personnel Policies and Procedures, C-4 Court or Jury Duty Leave .

1029.2 SUMMARY

Procedures for members who are summoned to serve as jurors.

1029.3 PROCEDURES

When officers receive a summons to appear for jury service, they will notify their supervisor and fill out a Leave Report for jury duty as soon as possible. Attach a copy of the summons to the Leave Report. The normal term of service is one week.

Supervisors may adjust the officer's days off during the scheduled jury leave if necessary.

If officers receive a subpoena to appear as a witness during the time they have been summoned for jury duty, they must present their subpoena to the Court Administrator to be excused from jury duty.

If officers are selected as jurors and the trial is expected to continue beyond the normal term of one week, officers will notify their supervisors and complete an additional Leave Report as soon as possible.

If officers are not selected as jurors and are excused by the court, they will return to work on their next scheduled duty day, canceling the remainder of their jury leave. Supervisors may again adjust officers' days off to reflect their return to work.

At the conclusion of jury duty, whether they were impaneled or excused, officers must request a signed statement from the court clerk showing the actual dates of court attendance. Officers will present this statement to their supervisor. Supervisors will forward this to the Chief's office.

1029.4 REGULATIONS

City vehicles will not be used for transportation to or from jury duty.

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Illness and Injury Prevention

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Sand Springs Police Department, in accordance with the requirements of 40 O.S. § 403.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

1030.2 POLICY

The Sand Springs Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1030.3 ILLNESS AND INJURY PREVENTION PLAN

The City of Sand Springs is responsible for developing an illness and injury prevention manual that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

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(f) Establishing a process to ensure illnesses and injuries are reported as required under 40 O.S. § 403 to the Oklahoma Department of Labor Public Employees Occupational Safety and Health Division within 48 hours for all work-related deaths and for injuries requiring hospitalization of five or more employees.

The entire City Health and Safety Manual can be viewed here :

1030.4 CHIEF OF POLICE RESPONSIBILITIES

The responsibilities of the Chief of Police include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

  (a) This includes acting as the safety coordinator and meeting related safety program standards (40 O.S. § 403; OAC 380:40-1-22).

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

  1. New member orientation that includes a discussion of safety and health policies and procedures.
  2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

  (a) Informing members of the illness and injury prevention guidelines.
  (b) Recognizing members who perform safe work practices.
  (c) Ensuring that the member evaluation process includes member safety performance.
  (d) Ensuring department compliance to meet standards regarding the following (40 O.S. § 403; OAC 380:40-1-2):

    (a) Mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens
    (b) Personal protective equipment (29 CFR 1910.132) (see the Personal Protective Equipment Policy)
    (c) Emergency action plan (29 CFR 1910.38)

(e) Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

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(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1030.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Division Commander.

(e) Notifying the Administration Division Commander when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1030.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

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Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the officers Division Commander via the chain of command.

TheDivision Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1030.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

TheDivision Commander shall ensure that the appropriate documentation for their work areas are completed for each inspection.

1030.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1030.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

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1030.9 TRAINING

The Chief of Police should work with the Training Supervisor to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1030.9.1 TRAINING TOPICS

The Training Supervisor shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

(o) Any other training as may be required and at a frequency established by law (40 O.S. § 403).

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1030.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Line-of-Duty Deaths

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Sand Springs Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1031.2 POLICY

It is the policy of the Sand Springs Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1031.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Shift Supervisor and Communications.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Shift Supervisor or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Honor Guard - Hospital Liaison subsections in this policy).

1031.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Supervisor or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Honor Guard - Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

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(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Sand Springs Police Department members may be apprised that survivor notifications are complete.

1031.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1031.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

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1031.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.

(b) Honor Guard - Hospital Liaison.

(c) Survivor Support Liaison.

(d) Critical Incident Stress Management (CISM) coordinator.

(e) Honor Guard - Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1031.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Coordinating all official law enforcement notifications and arrangements.

(e) Making necessary contacts for authorization to display flags at half-mast, and officers to wear mourning bands.

(f) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.

(g) Coordinating security checks of the member's residence as necessary and reasonable.

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(h) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1031.6.2 HONOR GUARD - HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Post guards at the deceased members hospital room and arrange escort services of the member to the funeral home, Medical Examiners Office etc.

(b) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(c) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Sand Springs Police Department members (except for members who may be guarding the suspect).

(d) Ensure that survivors receive timely updates regarding the member before information is released to others.

(e) Arrange for survivors to have private time with the member, if requested.

(a) The Honor Guard - Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.

(b) The Honor Guard - Hospital Liaison should accompany the survivors into the room, if requested.

(f) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(g) If applicable, explain to the survivors why an autopsy may be needed.

(h) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Honor Guard - Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1031.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

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The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

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(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1031.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

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(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1031.6.5 HONOR GUARD FUNERAL LIAISON

The Honor Guard - Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Honor Guard - Funeral Liaison's responsibilities include, but are not limited to:

(a) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(b) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(c) Completing funeral notification to other law enforcement agencies.

(d) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    (a) Casket watch
    (b) Color guard
    (c) Pallbearers
    (d) firearm salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(e) Briefing the Chief of Police and command staff concerning funeral arrangements.

(f) Assigning an officer to remain at the family home during the viewing and funeral.

(g) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1031.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Sand Springs Police Department members can attend funeral services as possible.

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The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

1031.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Workplace Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

  (a) Public Safety Officers' Educational Assistance (PSOEA) Program.

  (b) Social Security Administration.

  (c) Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

  (a) Surviving spouse pension benefits (11 O.S. § 50-117; 47 O.S. § 2-306; 74 O.S. § 916.3).

  (b) One-time death benefit (11 O.S. § 50-117.2; 47 O.S. § 2-306.3; 74 O.S. § 916.1).

  (c) Tuition waivers (70 O.S. § 3218.7).

  (d) Room and board waivers (70 O.S. § 3218.7-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

  1. Private foundation survivor benefits programs.

  2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

  1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

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1031.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1031.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Ensure that important public information is disseminated, such as information on how the public can show support for the department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

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The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1031.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1031.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1031.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1031.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Attachments

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Outside Employment.pdf

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Outside Employment Request Form

Date: _____ (Request is valid for calendar year of submittal date)

Officer Requesting: _____ Assigned Shift: _____

Name of Employer:_____ Supervisor: _____

Location: _____ Phone Number:_____

Days to be Worked: ☐ **Mon** ☐ **Tue** ☐ **Wed** ☐ **Thu** ☐ **Fri** ☐ **Sat** ☐ **Sun** **Hours Worked:**_____

Sand Springs Police Vehicle use Requested: ☐ **Yes** ☐ **No** (if yes request must be approved by Chief of Police)

Job Functions to be Performed:

Approval: ☐ **Approved** ☐ **Denied** ☐ **Suspended/Revoked**

Reason: (for Denied Suspended/Revoked only)

_____ _____

Officers supervisor Date

_____ _____

Division Commander Date

_____ _____

Chief of Police Date

LiveX.JPG

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PepperBall
LMT X

Missing Person Checklist.pdf

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TRACIS
TULSA REGIONAL AUTOMATED CRIME INFORMATION SYSTEM

SAND SPRINGS POLICE DEPARTMENT

MISSING PERSON CHECKLIST

COMPLAINT NUMBER

This checklist is meant to provide a framework of recommended actions, considerations, and activities to perform competent, productive, and thorough missing/abducted persons investigations with the goal of better assisting families, victims, and the community.

- ☐ Interview parent(s)/guardian(s)/person who made the initial report.
- ☐ Confirm the child is in fact missing. Identify the circumstances of the missing episode.
- ☐ Determine when, where, and by whom the missing person was last seen.
- ☐ Interview the individuals who last had contact with the missing person.
- ☐ Identify the missing person's zone of safety for his or her age and developmental stage. Determine if the case involves a person with special needs.
- ☐ Make an initial assessment, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, otherwise missing, or a person with special needs.
  Children on the autism spectrum are at high risk. Immediately call for additional responders, search nearby bodies of water, and notify a supervisor.
- ☐ Obtain a detailed description of the missing person, abductor, and any vehicles used.
- ☐ Evaluate whether the circumstances meet AMBER Alert criteria and/or other immediate community notification protocol if not already activated. Discuss plan activation with supervisor.
- ☐ Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/ teeth impressions. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- ☐ Evaluate the contents and appearance of the child's room/residence.
- ☐ Ascertain if the child has a cellphone or other electronic communication device and obtain the most recent records of their use.
- ☐ Advise the left-behind parent, in suspected family abduction, to call NCMEC and if any chance the missing child may be taken outside the United States, the parent should also contact the U.S. Department of State's Office of Children's Issues to report a potential kidnapping. Do not presume the child is safe.
  Determine the need for external, rapid deployment support, Such as:
  - ☐ ___ FBI's Child Abduction Rapid Deployment (CARD) team
  - ___ Local or regional Response Teams
  - ___ NCMEC's Team Adam
- ☐ Relay detailed descriptive information to communications for broadcast updates.
- ☐ Determine need for additional personnel including investigative and supervisory staff.
- ☐ Brief and update all additional responding personnel.
- ☐ Obtain and note consent to search home or building where incident took place even if the premises have been previously searched by family members or others.
- ☐ Conduct an immediate, thorough search of the missing person's home even if the person was reported missing from a different location.
- ☐ Secure recent photos/videos of the missing person and abductor.
- ☐ Identify and separately interview everyone at the scene. Make sure their interview and identifying information is recorded.
  - ___ Note name, address, home/business phone numbers of each person.
  - ___ Determine each person's relationship to the missing person.
  - ___ Note information each person may have about the circumstances surrounding the incident.
  - ___ Determine when/where each person last saw the missing person.
  - ___ Ask each one, "What do you think happened to the missing person?"
  - ___ Obtain names/addresses/phone numbers of the missing person's friends/associates and other relatives and friends of the family.
  - ___ Determine if any suspicious activity or people were seen in the area.
  - ___ Determine if any people were seen who seemed unusual, strange, or out-of-place.
  - ___ Continue to keep communications apprised of all appropriate developing information for broadcast updates.
- ☐ Determine if surveillance or security cameras in the vicinity may have captured relevant information.

SAND SPRINGS POLICE DEPARTMENT
MISSING PERSON CHECKLIST

☐ Inquire if the missing person has access to the internet and evaluate its potential role. Do not overlook activity on social media accounts or other online apps and platforms.

☐ Interview other family members, friends/ associates of the child, and friends of the family to determine:

___ When each last saw the missing person.
___ What they think happened to the missing person.
___ If the missing person had complained about being approached by anyone.
___ The missing person's social networking accounts and user names.
___ If the missing person utilizes chat apps on their mobile device.
___ If the missing person has mentioned meeting anyone online recently.

☐ Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File no more than <u>two hours</u> after receipt of the report and any information about a suspected abductor is entered into the NCIC Wanted Person File. Ensure the entry includes a Child Abduction (CA) flag if appropriate.

☐ Extend search to surrounding areas and vehicles, including those abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered to be "attractive nuisances."

☐ Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.

☐ Review sex offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC at (1-800-843-5678) to request assistance with this step.

☐ Collaborate with department PIO and assigned detectives to disseminate information appropriately to the public.

___ Prepare missing child poster/flier with the child/ abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC at (1-800-843-5678) for assistance with this step.

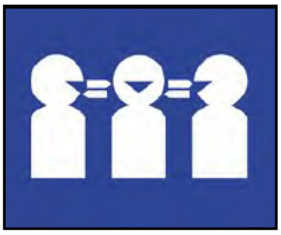
___ Use media including print, radio, television, and internet/social medial to assist in the search throughout the duration of the case.

☐ Prepare reports/make all required notifications.

Interpreter sign.pdf

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NOTICE OF INTERPRETER SERVICES



N O T I C E O F I N T E R P R E T E R S E R V I C E S [E N G L I S H]

If you do not speak the English language or are hearing impaired, you may ask for an interpreter to assist you. Please tell one of the workers that you need an interpreter and help them in identifying the language you speak. This service is provided free of charge.

A V I S O D E S E R V I C I O S D E I N T E R P R E T E [S P A N I S H]

Si no hablan inglés o tienen problemas de audición, puede pedir un intérprete para ayudarle. Por favor digale a uno de los trabajadores que necesita un intérprete y ayudarles a identificar el idioma que habla. Este servicio se proporciona de forma gratuita.

*Other Non-English Languages are available upon request

The Sand Springs Police Department ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Sand Springs Police Department, its recipients, sub-recipients, and contractors. To request an accommodation please contact an employee and request assistance.

Identity Theft Recovery.pdf

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Identity Theft

A Recovery Plan



FEDERAL TRADE COMMMISSION

IdentityTheft.gov

Visit IdentityTheft.gov for our most up-to-date information.

The site provides detailed advice to help you fix problems caused by identity theft, along with the ability to:

- get a **personal recovery plan** that walks you through each step
- **update** your plan and **track** your progress
- print **pre-filled letters & forms** to send to credit bureaus, businesses, and debt collectors
- **report** it to the Federal Trade Commission

Go to **IdentityTheft.gov** and click "**Get Started**."

About Identity Theft

If someone is using your personal or financial information to make purchases, get benefits, file taxes, or commit fraud, that's identity theft. This booklet can guide you through the recovery process.

If you're dealing with **tax**, **medical**, or **child identity theft**, read **Special Forms of Identity Theft**.

If you've had personal or financial information lost or stolen, see **Data Breaches and Lost or Stolen Info**.

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What To Do Right Away

Step 1: Call the companies where you know fraud occurred.

☐ Call the fraud department. Explain that someone stole your identity.

☐ Ask them to close or freeze the accounts. Then, no one can add new charges unless you agree.

☐ Change logins, passwords, and PINs for your accounts.

You might have to contact these companies again after you have an Identity Theft Report.

Step 2: Place a fraud alert and get your credit reports.

☐ To place a fraud alert, contact one of the three credit bureaus. That company must tell the other two.

- **Experian.com/fraudalert**
  1-888-397-3742
- **TransUnion.com/fraud**
  1-800-680-7289
- **Equifax.com/CreditReportAssistance**
  1-888-766-0008

A fraud alert is free. It will make it harder for someone to open new accounts in your name.

You'll get a letter from each credit bureau. It will confirm that they placed a fraud alert on your file.

☐ Get your free credit reports from Equifax, Experian, and TransUnion. Go to **annualcreditreport.com** or call 1-877-322-8228.

Did you already order your free annual reports this year? If so, you can pay to get your report immediately. Or follow the instructions in the fraud alert confirmation letter from each credit bureau to get a free report. That might take longer.

☐ Review your reports. Make note of any account or transaction you don't recognize. This will help you report the theft to the Federal Trade Commission (FTC) and the police.

Step 3: Report identity theft to the FTC.

☐ Go to **IdentityTheft.gov** or call 1-877-438-4338. Include as many details as possible.

Based on the information you enter, **IdentityTheft.gov** will create your Identity Theft Report and recovery plan.

- If you create an account, we'll walk you through each recovery step, update your plan as needed, track your progress, and pre-fill forms and letters for you.
- If you don't create an account, you must print and save your Identity Theft Report and recovery plan right away. Once you leave the page, you won't be able to access or update them.

Your Identity Theft Report is important because it guarantees you certain rights. You can learn more about your rights on page 25.

You may choose to file a report with your local police department.

☐ Go to your local police office with:

- a copy of your FTC Identity Theft Report
- a government-issued ID with a photo
- proof of your address (mortgage statement, rental agreement, or utilities bill)
- any other proof you have of the theft – bills, Internal Revenue Service (IRS) notices, etc.

☐ Tell the police someone stole your identity and you need to file a report.

☐ Ask for a copy of the police report. You may need this to complete other steps.

What To Do Next

Take a deep breath and begin to repair the damage.

Close new accounts opened in your name.

- ☐ Now that you have an Identity Theft Report, call the fraud department of each business where an account was opened.
  - Explain that someone stole your identity.
  - Ask the business to close the account.
  - Ask the business to send you a letter confirming that:
    - the fraudulent account isn't yours
    - you aren't liable for it
    - it was removed from your credit report
  - Keep this letter. Use it if the account appears on your credit report later on.

  The business may require you to send them a copy of your Identity Theft Report or complete a special dispute form. The sample letter on page 18 can help.

- ☐ Write down who you contacted and when.

Remove bogus charges from your accounts.

- ☐ Call the fraud department of each business.
  - Explain that someone stole your identity.
  - Tell them which charges are fraudulent. Ask the business to remove the charges.
  - Ask the business to send you a letter confirming they removed the fraudulent charges.
  - Keep this letter. Use it if this account appears on your credit report later on.

  The business may require you to send them a copy of your Identity Theft Report or complete a special dispute form. The sample letter on page 19 can help.

- ☐ Write down who you contacted and when.

Correct your credit report.

☐ Write to each of the three credit bureaus. The sample letter on page 20 can help.

- Include a copy of your Identity Theft Report and proof of your identity, like a copy of your driver's license or state ID.
- Explain which information on your report is fraudulent.
- Ask them to block that information. Mail your letters to:
  - **TransUnion**
    Fraud Victim Assistance Department
    P.O. Box 2000
    Chester, PA 19022-2000
  - **Equifax**
    P.O. Box 105069
    Atlanta, GA 30348-5069
  - **Experian**
    P.O. Box 9554
    Allen, TX 75013

If someone steals your identity, you have the right to remove fraudulent information from your credit report. This is called blocking. Once the information is blocked, it won't show up on your credit report, and companies can't try to collect the debt from you. If you have an Identity Theft Report, credit bureaus must honor your request to block fraudulent information. Use the sample letter on page 20 to block information.

If you don't have an Identity Theft Report, you still can dispute incorrect information in your credit file. It can take longer, and there's no guarantee that the credit bureaus will remove the information. To dispute information without an Identity Theft Report, contact each credit bureau online or by phone.

Consider adding an extended fraud alert or credit freeze.

Extended fraud alerts and credit freezes can help prevent further misuse of your personal information. There are important differences. This chart can help you decide which might be right for you.

An Extended Fraud Alert	**A Credit Freeze**
Lets you have access to your credit report as long as companies take steps to verify your identity	Stops all access to your credit report unless you lift or remove the freeze
Free to place and remove if someone stole your identity. Guaranteed by federal law	Cost and availability depend on your state law. There might be a small fee for placing, lifting, and removing
Lasts for seven years	Lasts until you lift or remove
Set it by contacting each of the three credit bureaus. • Report that someone stole your identity. • Request an extended fraud alert • Complete any necessary forms and send a copy of your Identity Theft Report	Set it by contacting each of the three credit bureaus. • Report that someone stole your identity • Ask the company to put a freeze on your credit file • Pay the fee required by state law
For fraud alerts: • **TransUnion.com/fraud** 1-800-680-7289 • **Experian.com/fraudalert** 1-888-397-3742 • **Equifax.com/CreditReportAssistance** 1-888-766-0008	For credit freezes: • **TransUnion.com/freeze** 1-888-909-8872 • **Experian.com/freeze** 1-888-397-3742 • **freeze.Equifax.com** 1-800-349-9960

Other Possible Steps

Depending on your situation, you might need to take additional steps.

Report a misused Social Security number.

☐ Do you think someone else is using your Social Security number for work? Review your Social Security work history by creating an account at **ssa.gov/myaccount**. If you find errors, contact your local Social Security Administration (SSA) office.

Stop debt collectors from trying to collect debts you don't owe.

☐ Write to the debt collector within 30 days of getting the collection letter. The sample letter on page 21 can help.

- Tell the debt collector someone stole your identity, and you don't owe the debt.
- Send copies of your Identity Theft Report and any other documents that detail the theft.

☐ Contact the business where the fraudulent account was opened.

- Explain that this is not your debt.
- Tell them to stop reporting this debt to the credit bureaus.
- Ask for information about the debt, and how it happened. The business must give you details if you ask.

> For example, if someone opened a credit card in your name, ask for a copy of the application and the applicant's signature.

☐ If you haven't already, ask the credit bureaus to block information about this debt from your credit report.

> The advice in What To Do Next on page 3 can help you block fraudulent information from your credit reports.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Replace government-issued IDs.

- ☐ Social Security card lost or stolen? Apply online at **ssa.gov/ssnumber** to get a free replacement card.

- ☐ Driver's license lost or stolen? You can find your nearest motor vehicles office at **usa.gov/Motor-Vehicle-Services**.

  The state might flag your license number in case someone else tries to use it, or they might suggest that you apply for a replacement license.

- ☐ Passport lost or stolen? Call the State Department at 1-877-487-2778 or TTY 1-888-874-7793. If you want to replace the passport, you have several options:
  - If you ***are*** traveling within the next two weeks, make an appointment to apply in person at a Passport Agency or Center.
  - If you ***are not*** traveling within two weeks, submit Form DS-11 and DS-64 in person at an authorized Passport Application Acceptance Facility.

Clear your name of criminal charges.

- ☐ If someone is arrested and uses your name or personal information, contact the law enforcement agency that arrested the thief. You may need to check court records to find out where the thief was arrested.
  - File a report about the impersonation.
  - Give copies of your fingerprints, photograph, and identifying documents.
  - Ask the law enforcement agency to:
    - compare your information to the imposter's
    - change all records from your name to the imposter's name (if you know it)
    - give you a “clearance letter” or “certificate of release” to declare your innocence
  - Keep the "clearance letter" or “certificate of release” with you at all times.
  - Write down who you contacted and when.

- ☐ If a court prosecutes an identity thief using your name, contact the court where the arrest or conviction happened.
  - Ask the district attorney for records to help you clear your name in court records.
  - Provide proof of your identity.
  - Ask the court for a “certificate of clearance” that declares you are innocent.
  - Keep the “certificate of clearance” with you at all times.

☐ Contact your state Attorney General. You can find contact information at **usa.gov/state-consumer**.

- Ask if your state has an "identity theft passport" — a tool you can use to resolve financial issues related to the identity theft — or some other special help for identity theft victims.
  - If you get an identity theft passport, keep it with you at all times.

☐ Consider hiring a criminal defense lawyer. Your state or local bar association can help you find a lawyer.

☐ Ask the law enforcement agency that arrested the thief which information brokers buy their records.

- Write to the brokers. Ask them to remove errors from your file.

Information brokers buy criminal records and sell information to employers and debt collectors.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Steps for Certain Accounts

For certain types of accounts, you might have to contact additional offices.

- Utilities
- Phones
- Government Benefits
- Checking Accounts
- Student Loans
- Apartment or House Rentals
- Investment Accounts
- Bankruptcy

Utilities

☐ If someone used your information to get cable, electric, water, or other similar services, contact the service provider.

- Tell them someone stole your identity and ask them to close the account.

☐ For additional help, contact your state Public Utility Commission and explain the situation. You can find contact information at **naruc.org/about-naruc/regulatory-commissions**.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Phones

☐ Contact the National Consumer Telecom and Utilities Exchange and request your NCTUE® Data Report. Review it for any accounts you don't recognize.

- **nctue.com** 1-866-349-5185

What is the NCTUE Data Report? The NCTUE Data Report is a record of all telecommunication, pay TV, and utility accounts reported by exchange members, including information about your account history, unpaid accounts, and customer service applications.

☐ If the service provider doesn't resolve the problem, file a complaint with the Federal Communications Commission at **consumercomplaints.fcc.gov** or 1-888-225-5322 or TTY 1-888-835-5322.

Government Benefits

☐ Contact the agency that issued the government benefit and explain that someone stole your identity. You can find local government agencies at **usa.gov/local-governments**.

For Social Security benefits, contact the SSA Office of the Inspector General at **oig.ssa.gov** or 1-800-269-0271.

☐ Ask what you need to do to fix the problem.

☐ If you stopped receiving your benefits because of the identity theft, ask what you need to do to get them reinstated. You may need to appear in person or send something in writing.

☐ Make a note of who you contacted and when.

Checking Accounts

☐ Do you think someone opened a checking account in your name? Order a free copy of your ChexSystems report, which compiles information about your checking accounts.

- To get your report, contact ChexSystems at 1-800-428-9623. Or visit their website at **consumerdebit.com**.
- Then contact every financial institution where a new account was opened. Ask them to close the accounts.

☐ If someone is writing bad checks against your account, contact your financial institution.

- Ask them to stop payment on stolen checks and close your account.
- Ask them to report the theft to their check verification system. The check verification system will tell businesses to refuse the stolen checks.
- Contact any business that took the bad check. Explain that someone stole your identity. Act quickly, before they start collection action against you.

You also can contact check verification companies. Report that your checks were stolen. Ask them to tell businesses to refuse the stolen checks.

- Telecheck: 1-800-710-9898
- Certegy: 1-800-437-5120

☐ If a business rejects your check, ask the business for an explanation. The business must tell you what information led them to reject your check.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Student Loans

- ☐ Contact the school or program that opened the loan.
  - Explain the situation.
  - Ask them to close the loan, and send you a letter that says you aren't responsible for the loan.

- ☐ If this is a federal student loan, contact the U.S. Department of Education Office of Inspector General hotline at 1-800-MISUSED (1-800-647-8733).

  If these steps don't resolve your situation, contact the U.S. Department of Education Federal Student Aid Ombudsman at 1-877-557-2575.

- ☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Apartment or House Rentals

- ☐ Ask the landlord who rented the property to the identity thief what tenant history services they use. Contact those companies. Ask for a copy of your tenant history report, and ask what steps you need to take to correct fraudulent information in the report.

  What's a tenant history report? There are several companies that collect and sell information about renters – such as how often a renter was late or if a renter has ever been evicted. If someone leased an apartment in your name, you'll want to correct any errors in your tenant history reports.

- ☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Investment Accounts

- ☐ Call your broker or account manager, and describe the situation.

- ☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Bankruptcy

☐ Visit **usdoj.gov/ust** to find the U.S. Trustee in the region where the bankruptcy was filed. Write to the office and describe the situation. Provide proof of your identity.

The U.S. Trustee Program refers cases of suspected bankruptcy fraud to the U.S. Attorneys for possible prosecution. The U.S. Trustee can't give you legal help, so you may need to hire an attorney.

☐ Consider hiring an attorney. Your state or local bar association can help you find a lawyer.

An attorney can explain to the court that the bankruptcy filing was fraudulent.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Special Forms of Identity Theft

- Tax Identity Theft
- Child Identity Theft
- Medical Identity Theft

Tax Identity Theft

☐ If you get an IRS notice in the mail that says someone used your Social Security number to get a tax refund, follow the instructions provided in the letter.

> Complete IRS Form 14039, Identity Theft Affidavit. Mail or fax the form according to the instructions. Include proof of your identity, like a copy of your Social Security card, driver's license, or passport.

☐ Did the notice say you were paid by an employer you don't know? Send a letter to the employer explaining that someone stole your identity, and that you don't work for the employer.

☐ File your tax return, and pay any taxes you owe.

> You might have to mail paper tax returns.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

> If these steps don't resolve your situation, contact the IRS for specialized assistance at 1-800-908-4490.

☐ Place a fraud alert. Contact one of the three credit bureaus. That company must tell the other two.

- **TransUnion.com/fraud**
  1-800-680-7289
- **Experian.com/fraudalert**
  1-888-397-3742
- **Equifax.com/CreditReportAssistance**
  1-888-766-0008

☐ Get your free credit reports from TransUnion, Experian, and Equifax. Go to **annualcreditreport.com** or call 1-877-322-8228.

> Review your reports. If you find any accounts or charges you don't recognize, follow the steps in What to Do Next on page 3.

Child Identity Theft

☐ Did someone use your child's information to commit fraud? Call the company where the fraud occurred.

- Explain that someone stole your child's identity and opened a fraudulent account. Explain that your child is a minor, and cannot enter into legal contracts.
- Ask them to close the fraudulent account and send you a letter confirming that your child isn't liable for the account.
- Send a follow-up letter and include a copy of your child's birth certificate.
- Make a note of who you contacted and when.

Did someone file taxes using your child's Social Security number? Complete IRS Form 14039, Identity Theft Affidavit. Mail or fax the form according to the instructions. If that doesn't resolve the problem, contact the IRS for specialized assistance at 1-800-908-4490.

☐ To find out if your child has a credit report, request a manual search for your child's Social Security number. Each credit bureau has its own process for this:

- **https://www.Experian.com/fraudalert** – Click on “Minor Child Instructions” under “Information You Should Know”
- **https://www.Transunion.com/credit-disputes/child-identity-theft-inquiry-form.page**
- **https://www.Alerts.equifax.com/AutoFraud_Online/jsp/minor_child_warning.jsp**

Why check for a credit report? Generally, children won't have credit reports – unless someone is using their information for fraud.

☐ If a credit bureau has a credit report for your child, they will send you a copy of the report. To remove fraudulent accounts, follow the instructions provided with the credit report.

☐ Request a freeze to make it more difficult for someone to use your child's Social Security number to open accounts. To place a freeze, follow the specific instructions for each credit bureau at **identitytheft.gov/child**.

Medical Identity Theft

☐ If you suspect that someone used your information to get medical services, get copies of your medical records:

- Contact each doctor, clinic, hospital, pharmacy, laboratory, and health plan where the thief may have used your information. Ask for copies of your medical records.
- Complete the providers' records request forms and pay any fees required to get copies of your records.
- Check your state's health privacy laws. Some state laws make it easier to get copies of your medical records.

Federal law gives you the right to know what's in your medical files.

Did your provider refuse to give you copies of the records to protect the identity thief's privacy rights? You can appeal. Contact the person listed in your provider's Notice of Privacy Practices, the patient representative, or the ombudsman. Explain the situation and ask for your file.

If the provider refuses to provide your records within 30 days of your written request, you may complain to the U.S. Department of Health and Human Services Office for Civil Rights at **hhs.gov/ocr**.

☐ Review your medical records, and report any errors to your health care provider.

- Write to your health care provider to report mistakes in your medical records.
- Include a copy of the medical record showing the mistake.
- Explain why this is a mistake, and how to correct it.
- Include a copy of your Identity Theft Report.
- Send the letter by certified mail, and ask for a return receipt.

Your health care provider should respond to your letter within 30 days. Ask the provider to fix the mistake and notify other health care providers who may have the same mistake in their records.

☐ Notify your health insurer.

- Send your Identity Theft Report to your health insurer's fraud department. Tell them about any errors in your medical records.

☐ If there are medical billing errors on your credit report, notify all three credit bureaus by following the steps under What to Do Next on page 3.

☐ Write down who you contacted and when. Keep copies of any letters you send or receive.

Sample Letters and Memo

If you create a free account at **IdentityTheft.gov**, you can get these letters pre-filled with your information.

Letters

- Identity Theft Letter About a Fraudulent Account
- Identity Theft Letter About Fraudulent Charges to Your Account
- Identity Theft Letter to a Credit Bureau
- Identity Theft Letter to a Debt Collector

Additional letters are available at **IdentityTheft.gov/sample-letters**.

Memo

- Notice to Furnishers of Information

Identity Theft Letter About a Fraudulent Account

This sample letter will help you dispute and close a fraudulent account that was opened by an identity thief.

The text in [brackets] indicates where you must customize the letter.

[Date]

[Your Name]
[Your Address]
[Your City, State, Zip Code]

[Name of Company]
[Fraud Department]
[Address]
[City, State, Zip Code]

[RE: Your Account Number (if known)]

Dear Sir or Madam:

I am a victim of identity theft. I recently learned that my personal information was used to open an account at your company. I did not open or authorize this account, and I request that it be closed immediately. Please send me written confirmation that I am not responsible for charges on this account, and take appropriate steps to remove information about this account from my credit files.

I have enclosed a copy of my Identity Theft Report, proof of my identity, and a copy of my credit report showing fraudulent accounts. I also have enclosed a copy of the Notice to Furnishers of Information, which explains your responsibilities when reporting information to credit bureaus. When you receive a request like this with an Identity Theft Report, you must stop reporting fraudulent debts to credit bureaus.

The Notice also states that if a credit bureau notifies you that information you provided may be the result of identity theft, you must stop reporting the inaccurate information and you cannot attempt to sell or transfer the fraudulent debts to another party for collection.

Please send me a letter explaining your findings and actions.

Sincerely,
[Your Name]

Enclosures: [List what you are enclosing]

- Identity Theft Report
- Proof of Identity [a copy of your driver's license or state ID]
- Copy of Credit Report
- Notice to Furnishers of Information [pp. 23-24]

Identity Theft Letter About Fraudulent Charges to Your Account

This sample letter will help you dispute fraudulent charges on your accounts.

The text in [brackets] indicates where you must customize the letter.

[Date]

[Your Name]
[Your Address]
[Your City, State, Zip Code]

[Name of Company]
[Fraud Department]
[Address]
[City, State, Zip Code]

[RE: Your Account Number (if known)]

Dear Sir or Madam:

I am a victim of identity theft, and I am writing to dispute the following fraudulent charges on my account:

- [list charges, amounts, and dates of fraudulent transactions]

I did not make the charges listed above. I request that you remove all fraudulent charges and any related fees, send me an updated and accurate statement, and close the account. I also request that you stop reporting the inaccurate information to credit bureaus.

I have enclosed my Identity Theft Report, proof of my identity, and a copy of my credit report showing fraudulent items related to your company. I also have enclosed a copy of the Notice to Furnishers of Information, which explains your responsibilities when providing information to credit bureaus.

The Notice also states that if a credit bureau notifies you that information you provided may be the result of identity theft, you must stop reporting the inaccurate information and you cannot attempt to sell or transfer the fraudulent debts to another party for collection.

Please investigate this matter and send me a written explanation of your findings and actions.

Sincerely,

[Your Name]

Enclosures: [List what you are enclosing]

- Identity Theft Report
- Proof of Identity [a copy of your driver's license or state ID]
- Copy of Credit Report
- Notice to Furnishers of Information [pp. 23-24]

Identity Theft Letter to a Credit Bureau

This sample letter will help remove inaccurate information on your credit report.

The text in [brackets] indicates where you must customize the letter.

[Date]

[Your Name]
[Your Address]
[Your City, State, Zip Code]

(Write to each relevant credit bureau, one at a time:)

Equifax
P.O. Box 105069
Atlanta, GA 30348-5069

or

Experian
P.O. Box 9554
Allen, TX 75013

or

TransUnion
Fraud Victim Assistance Department
P.O. Box 2000
Chester, PA 19022-2000

[RE: Your Account Number (if known)]

Dear Sir or Madam:

I am a victim of identity theft. The information listed below, which appears on my credit report, does not relate to any transaction(s) that I have made. It is the result of identity theft.

[Identify item(s) resulting from the identity theft that should be blocked, by name of the source, such as the credit card issuer or bank, and type of item, such as credit account, checking account, etc.]

I have enclosed my Identity Theft Report, proof of my identity, and a copy of my credit report showing fraudulent items.

Please block this information from my credit report, pursuant to section 605B of the Fair Credit Reporting Act, and send the required notifications to all furnishers of this information.

I appreciate your prompt attention to this matter, and await your reply.

Sincerely,
[Your Name]

Enclosures: [List what you are enclosing]

- Identity Theft Report
- Proof of Identity [a copy of your driver's license or state ID]
- Copy of Credit Report

Identity Theft Letter to a Debt Collector

This sample letter will help you request that a debt collector stop collecting debts that you don't owe.

The text in [brackets] indicates where you must customize the letter.

[Date]

[Your Name]
[Your Address]
[Your City, State, Zip Code]

[Name of Credit Collection Company]
[Company Address]
[City, State, Zip Code]

[RE: Your Account Number (if known)]

I am a victim of identity theft. An identity thief used my personal information without my permission to make purchases with [name of business where account was opened]. This debt is not mine. I have enclosed proof of my identity, a copy of my Identity Theft Report, and my credit report.

In accordance with the Fair Debt Collection Practices Act, I am asking you to immediately stop all collection activities about this debt, and stop reporting it to credit bureaus. I also ask that you tell the business where the account was opened that this debt is the result of identity theft.

I have enclosed a copy of the Notice to Furnishers of Information. It explains your responsibilities under the Fair Credit Reporting Act (FCRA). The FCRA requires that debt collectors give an identity theft victim documents related to an account if the victim asks. Please send me copies of all records relating to the account, including:

- Account applications made on paper, online, or by telephone
- Account statements or invoices
- Records of payment or charge slips
- Delivery addresses associated with the account
- Records of phone numbers used to activate or access the account
- Signatures on applications and accounts
- Investigator's report

Please send me a letter explaining what you have done to:

- Inform the business where the account was opened that the debt is the result of identity theft
- Stop collection activities against me
- Stop reporting information about the debt to credit bureaus
- If you've already reported the debt to credit bureaus, notify them that the debt is the result of identity theft
- Provide me with the records I request

(continued on next page)

Thank you for your cooperation.

Sincerely,
[Your Name]

Enclosures: [List what you are enclosing]

- Proof of Identity [a copy of your driver's license or state ID]
- Identity Theft Report
- Copy of Credit Report
- Notice to Furnishers of Information [pp. 23-24]

All furnishers of consumer reports must comply with all applicable regulations, including regulations promulgated after this notice was first prescribed in 2004. Information about applicable regulations currently in effect can be found at the Consumer Financial Protection Bureau's website, **consumerfinance.gov/learnmore**.

NOTICE TO FURNISHERS OF INFORMATION: OBLIGATIONS OF FURNISHERS UNDER THE FCRA

The federal Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681-1681y, imposes responsibilities on all persons who furnish information to consumer reporting agencies (CRAs). These responsibilities are found in Section 623 of the FCRA, 15 U.S.C. § 1681s-2. State law may impose additional requirements on furnishers. All furnishers of information to CRAs should become familiar with the applicable laws and may want to consult with their counsel to ensure that they are in compliance. The text of the FCRA is set forth in full at the Bureau of Consumer Financial Protection's website at **consumerfinance.gov/learnmore**. A list of the sections of the FCRA cross-referenced to the U.S. Code is at the end of this document.

Section 623 imposes the following duties:

Accuracy Guidelines
The banking and credit union regulators and the CFPB will promulgate guidelines and regulations dealing with the accuracy of information provided to CRAs by furnishers. The regulations and guidelines issued by the CFPB will be available at **consumerfinance.gov/learnmore** when they are issued. Section 623(e).

General Prohibition on Reporting Inaccurate Information
The FCRA prohibits information furnishers from providing information to a CRA that they know or have reasonable cause to believe is inaccurate. However, the furnisher is not subject to this general prohibition if it clearly and conspicuously specifies an address to which consumers may write to notify the furnisher that certain information is inaccurate. Sections 623(a)(1)(A) and (a)(1)(C).

Duty to Correct and Update Information
If at any time a person who regularly and in the ordinary course of business furnishes information to one or more CRAs determines that the information provided is not complete or accurate, the furnisher must promptly provide complete and accurate information to the CRA. In addition, the furnisher must notify all CRAs that received the information of any corrections, and must thereafter report only the complete and accurate information. Section 623(a)(2).

Duties After Notice of Dispute from Consumer
If a consumer notifies a furnisher, at an address specified by the furnisher for such notices, that specific information is inaccurate, and the information is, in fact, inaccurate, the furnisher must thereafter report the correct information to CRAs. Section 623(a)(1)(B).

If a consumer notifies a furnisher that the consumer disputes the completeness or accuracy of any information reported by the furnisher, the furnisher may not subsequently report that information to a CRA without providing notice of the dispute. Section 623(a)(3).

The federal banking and credit union regulators and the CFPB will issue regulations that will identify when an information furnisher must investigate a dispute made directly to the furnisher by a consumer. Once these regulations are issued, furnishers must comply with them and complete an investigation within 30 days (or 45 days, if the consumer later provides relevant additional information) unless the dispute is frivolous or irrelevant or comes from a “credit repair organization.” The CFPB regulations will be available at **consumerfinance.gov**. Section 623(a)(8).

Duties After Notice of Dispute from Consumer Reporting Agency
If a CRA notifies a furnisher that a consumer disputes the completeness or accuracy of information provided by the furnisher, the furnisher has a duty to follow certain procedures. The furnisher must:

- Conduct an investigation and review all relevant information provided by the CRA, including information given to the CRA by the consumer. Sections 623(b)(1)(A) and (b)(1)(B).
- Report the results to the CRA that referred the dispute, and, if the investigation establishes that the information was, in fact, incomplete or inaccurate, report the results to all CRAs to which the furnisher provided the information that compile and maintain files on a nationwide basis. Sections 623(b)(1)(C) and (b)(1)(D).
- Complete the above steps within 30 days from the date the CRA receives the dispute (or 45 days, if the consumer later provides relevant additional information to the CRA). Section 623(b)(2).
- Promptly modify or delete the information, or block its reporting. Section 623(b)(1)(E).

Duty to Report Voluntary Closing of Credit Accounts
If a consumer voluntarily closes a credit account, any person who regularly and in the ordinary course of business furnishes information to one or more CRAs must report this fact when it provides information to CRAs for the time period in which the account was closed. Section 623(a)(4).

Duty to Report Dates of Delinquencies
If a furnisher reports information concerning a delinquent account placed for collection, charged to profit or loss, or subject to any similar action, the furnisher must, within 90 days after reporting the information, provide the CRA with the month and the year of the commencement of the delinquency that immediately preceded the action, so that the agency will know how long to keep the information in the consumer's file. Section 623(a)(5).

Any person, such as a debt collector, that has acquired or is responsible for collecting delinquent accounts and that reports information to CRAs may comply with the requirements of Section 623(a)(5) (until there is a consumer dispute) by reporting the same delinquency date previously reported by the creditor. If the creditor did not report this date, they may comply with the FCRA by establishing reasonable procedures to obtain and report delinquency dates, or, if a delinquency date cannot be reasonably obtained, by following reasonable procedures to ensure that the date reported precedes the date when the account was placed for collection, charged to profit or loss, or subjected to any similar action. Section 623(a)(5).

Duties of Financial Institutions When Reporting Negative Information
Financial institutions that furnish information to "nationwide" consumer reporting agencies, as defined in Section 603(p), must notify consumers in writing if they may furnish or have furnished negative information to a CRA. Section 623(a)(7). The Consumer Financial Protection Bureau has prescribed model disclosures, 12 CFR Part 1022, App. B.

Duties When Furnishing Medical Information
A furnisher whose primary business is providing medical services, products, or devices (and such furnisher's agents or assignees) is a medical information furnisher for the purposes of the FCRA and must notify all CRAs to which it reports of this fact. Section 623(a)(9). This notice will enable CRAs to comply with their duties under Section 604(g) when reporting medical information.

Duties when ID Theft Occurs
All furnishers must have in place reasonable procedures to respond to notifications from CRAs that information furnished is the result of identity theft, and to prevent refurnishing the information in the future. A furnisher may not furnish information that a consumer has identified as resulting from identity theft unless the furnisher subsequently knows or is informed by the consumer that the information is correct. Section 623(a)(6). If a furnisher learns that it has furnished inaccurate information due to identity theft, it must notify each consumer reporting agency of the correct information and must thereafter report only complete and accurate information. Section 623(a)(2). When any furnisher of information is notified pursuant to the procedures set forth in Section 605B that a debt has resulted from identity theft, the furnisher may not sell, transfer, or place for collection the debt except in certain limited circumstances. Section 615(f).

The Consumer Financial Protection Bureau website, **consumerfinance.gov/learnmore**, has more information about the FCRA.

Citations for FCRA sections in the U.S. Code, 15 U.S.C. § 1681 et seq.:

	15 U.S.C. 1681	Section 615	15 U.S.C. 1681m
Section 603	15 U.S.C. 1681a	Section 616	15 U.S.C. 1681n
Section 604	15 U.S.C. 1681b	Section 617	15 U.S.C. 1681o
Section 605	15 U.S.C. 1681c	Section 618	15 U.S.C. 1681p
Section 605A	15 U.S.C. 1681c-1	Section 619	15 U.S.C. 1681q
Section 605B	15 U.S.C. 1681c-2	Section 620	15 U.S.C. 1681r
Section 606	15 U.S.C. 1681d	Section 621	15 U.S.C. 1681s
Section 607	15 U.S.C. 1681e	Section 622	15 U.S.C. 1681s-1
Section 608	15 U.S.C. 1681f	Section 623	15 U.S.C. 1681s-2
Section 609	15 U.S.C. 1681g	Section 624	15 U.S.C. 1681t
Section 610	15 U.S.C. 1681h	Section 625	15 U.S.C. 1681u
Section 611	15 U.S.C. 1681i	Section 626	15 U.S.C. 1681v
Section 612	15 U.S.C. 1681j	Section 627	15 U.S.C. 1681w
Section 613	15 U.S.C. 1681k	Section 628	15 U.S.C. 1681x
Section 614	15 U.S.C. 1681l	Section 629	15 U.S.C. 1681y

Know Your Rights

If someone steals your identity, you have the right to:

- Create an Identity Theft Report.
- Place a 90-day initial fraud alert on your credit report.
- Place a seven-year extended fraud alert on your credit report.
- Get free copies of your credit report.
- Get fraudulent information removed (or blocked) from your credit report.
- Dispute fraudulent or inaccurate information on your credit report.
- Stop creditors and debt collectors from reporting fraudulent accounts.
- Get copies of documents related to the identity theft.
- Stop a debt collector from contacting you.

Documenting the Theft

You have the right to:

- Create an **Identity Theft Report**. Your Identity Theft Report proves to businesses that someone stole your identity, and makes it easier to correct problems caused by identity theft. You can create an Identity Theft Report by filing a report with the FTC at **IdentityTheft.gov**.

Working with Credit Bureaus

You have the right to:

- Place a **90-day initial fraud alert** on your credit report. The fraud alert tells creditors that they must take reasonable steps to verify who is applying for credit in your name. To place this alert, contact one of the three national credit bureaus: Equifax, TransUnion, or Experian. The one you contact must notify the others.

  When you place an initial fraud alert, you're also entitled to a free copy of your credit reports. You'll get a confirmation letter from each credit bureau with instructions for how to get your free reports.

- Place a **seven-year extended fraud alert** on your credit report. To do this, send a copy of your Identity Theft Report to each credit bureau. The extended fraud alert means potential creditors must contact you before they issue credit in your name. In your letter, be sure to give the best way for a creditor to reach you.

- Each credit bureau will send you a letter confirming that they placed an extended fraud alert on your file. That letter also will include instructions about how to get free copies of your credit report.
- **Get credit bureaus to remove fraudulent information from your credit report**. This is called blocking. You must send them a copy of your Identity Theft Report, proof of your identity, and a letter stating which information is fraudulent. Then the credit bureau must tell the relevant creditor that someone stole your identity. Creditors cannot turn fraudulent debts over to debt collectors. There's a sample letter on page 20.
- **Dispute fraudulent or inaccurate information on your credit report.** Do this by writing to the credit bureau. They must investigate your dispute and amend your report if it is fraudulent or inaccurate.
- In many states, you have the right to **place a freeze on your credit report**. A credit freeze makes it less likely that an identity thief could open a new account in your name.

Communicating with Creditors and Debt Collectors

You have the right to:

- **Stop creditors and debt collectors from reporting fraudulent accounts**. After you give them a copy of a valid Identity Theft Report, they may not report fraudulent accounts to the credit bureaus. There's a sample letter on page 21.
- **Get copies of documents related to the theft of your identity**, like transaction records or applications for new accounts. Write to the company that has the documents, and include a copy of your Identity Theft Report. You also can tell the company to give the documents to a specific law enforcement agency.
- **Stop a debt collector from contacting you**. In most cases, debt collectors must stop contacting you after you send them a letter telling them to stop.
- **Get written information from a debt collector about a debt**, including the name of the creditor and the amount you supposedly owe. If a debt collector contacts you about a debt, request this information in writing.

Limits on Financial Losses

You have limited liability for fraudulent debts caused by identity theft.

- Under most state laws, you're not responsible for any debt incurred on **fraudulent new accounts** opened in your name without your permission.
- Under federal law, the amount you have to pay for unauthorized use of your **credit card** is limited to $50. If you report the loss to the credit card company before your credit card is used by a thief, you aren't responsible for any unauthorized charges.

- If your **ATM or debit card** is lost or stolen, you can limit your liability by reporting the loss immediately to your bank or credit union.

If you report your debit card lost:	Your maximum loss is:
Before any unauthorized charges are made	$0
Within 2 business days after you learn about the loss or theft	$50
More than 2 business days after you learn about the loss or theft, but less than 60 calendar days after your statement is sent to you	$500
More than 60 calendar days after your statement is sent to you	Possibly unlimited

- If someone makes unapproved debits to your bank or credit union account using your **debit card number** (not your card), you aren't responsible – as long as you report the problem within 60 days of the statement with the fraudulent debits.
- Most state laws limit your liability for **fraudulent checks** issued on your bank or credit union account if you notify the bank or credit union promptly.

Other Federal Rights

Under the Justice for All Act, you have additional rights when the identity thief is **criminally prosecuted in federal court**. You have the right to:

- Reasonable protection from the accused.
- Reasonable, accurate, and timely notice about any related public court or parole proceeding, or the release or escape of the accused.
- Not be excluded from any public court proceeding unless the judge decides that your testimony would change significantly if you heard other testimony.
- Be reasonably heard at any public proceeding in the district court that involves release, plea, sentencing, or parole.
- Confer with the attorney for the government in the case.
- Full and timely restitution, as provided in the law proceedings, free from unreasonable delay.
- Be treated with fairness and respect for your dignity and privacy.

State Rights

In many states, businesses or organizations that lose or misplace certain types of personal information must tell you if that has happened. To learn more, check with your state and local consumer protection offices, which you can find at **usa.gov/state-consumer**.

Data Breaches and Lost or Stolen Info

Did you recently get a notice that says your personal information was exposed in a data breach? Did you lose your wallet? Or learn that an online account was hacked? Did a company contact you because someone tried to open a credit card in your name?

Going forward, it's important to monitor your credit report and your accounts. If you find accounts or charges that you don't recognize, read What To Do Right Away on page 1.

Depending on what information was lost or stolen, there are steps you can take to help protect yourself from identity theft.

Social Security Number

- ☐ If a company responsible for exposing your information offers you free credit monitoring, take advantage of it.

- ☐ Get your free credit reports from **annualcreditreport.com**. Check for any accounts or charges you don't recognize.

- ☐ Consider placing a credit freeze. A credit freeze makes it harder for someone to open a new account in your name.

  If you place a freeze, be ready to take a few extra steps the next time you apply for a new credit card or cell phone – or any service that requires a credit check.

  If you decide not to place a credit freeze, at least consider placing a fraud alert.

- ☐ Try to file your taxes early – before a scammer can. Tax identity theft happens when someone uses your Social Security number to get a tax refund or a job. Respond right away to letters from the IRS.

- ☐ Don't believe anyone who calls and says you'll be arrested unless you pay for taxes or debt – even if they have part or all of your Social Security number, or they say they're from the IRS.

- ☐ Continue to check your credit reports at **annualcreditreport.com**. You can order a free report from each of the three credit bureaus once a year.

Online Login or Password

- ☐ Log in to that account and change your password. If possible, also change your username.

  If you can't log in, contact the company. Ask them how you can recover or shut down the account.

- ☐ If you use the same password anywhere else, change that, too.

- ☐ Is it a financial site, or is your credit card number stored? Check your account for any charges that you don't recognize.

Debit or Credit Card Number

- ☐ Contact your bank or credit card company to cancel your card and request a new one.

- ☐ Review your transactions regularly. Make sure no one misused your card.

  If you find fraudulent charges, call the fraud department and get them removed.

- ☐ If you have automatic payments set up, update them with your new card number.

- ☐ Check your credit report at **annualcreditreport.com**.

Bank Account Information

- ☐ Contact your bank to close the account and open a new one.

- ☐ Review your transactions regularly to make sure no one misused your account.

  If you find fraudulent charges or withdrawals, call the fraud department and get them removed.

- ☐ If you have automatic payments set up, update them with your new bank account information.

- ☐ Check your credit report at **annualcreditreport.com**.

Driver's License Information

- ☐ Contact your nearest motor vehicles branch to report a lost or stolen driver's license. The state might flag your license number in case someone else tries to use it, or they might suggest that you apply for a duplicate."

- ☐ Check your credit report at **annualcreditreport.com**.

Children's Personal Information

- ☐ Contact each credit bureau and request a credit freeze for your child – if this service is available in your state. A credit freeze will make it difficult for someone to use your child's information to open accounts. To place a freeze, follow the specific instructions for each credit bureau.

- ☐ No matter what state you live in, you can check to see if your child has a credit report. Each bureau has specific instructions for these requests, too.

- ☐ If a credit bureau has a credit report for your child, the credit bureau will send you a copy of the report. Use the instructions provided with the credit report to remove the fraudulent accounts.

- ☐ Review the FTC's information on Child Identity Theft at **consumer.ftc.gov/childidt**.

EQUIFAX Experian TransUnion

Annual Credit Report Request Form

You have the right to get a free copy of your credit file disclosure, commonly called a credit report, once every 12 months, from each of the nationwide consumer credit reporting companies, Equifax, Experian and TransUnion.

For instant access to your free credit report, visit www.annualcreditreport.com.

For more information on obtaining your free credit report, visit www.annualcreditreport.com or call 877-322-8228.
Use this form if you prefer to write to request your credit report from any, or all, of the nationwide consumer credit reporting companies. The following information is required to process your request. **Omission of any information may delay your request.**

Once complete, fold (do not staple or tape), place into a #10 envelope, affix required postage and mail to:
Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281.

Please use a Black or Blue Pen and write your responses in PRINTED CAPITAL LETTERS without touching the sides of the boxes like the examples listed below:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Social Security Number: ___ - ___ - ____

Date of Birth: ___ / ___ / ____
Month / Day / Year

Fold Here Fold Here

First Name | **M.I.**

Last Name | **JR, SR, III, etc.**

Current Mailing Address:

House Number | **Street Name**

Apartment Number / Private Mailbox | **For Puerto Rico Only: Print Urbanization Name**

City | **State** | **ZipCode**

Previous Mailing Address (complete only if at current mailing address for less than two years):

House Number | **Street Name**

Fold Here Fold Here

Apartment Number / Private Mailbox | **For Puerto Rico Only: Print Urbanization Name**

City | **State** | **ZipCode**

Shade Circle Like This → ●

Not Like This → ⊗ ✓

I want a credit report from (shade each that you would like to receive):

- ○ **Equifax**
- ○ **Experian**
- ○ **TransUnion**

○ **Shade here if, for security reasons, you want your credit report to include no more than the last four digits of your Social Security Number.**

If additional information is needed to process your request, the consumer credit reporting company will contact you by mail.

Your request will be processed within 15 days of receipt and then mailed to you.

31238

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Notes

Want more?

Visit **IdentityTheft.gov** to get a **personal recovery plan** that walks you through each step. The site also provides additional letters and forms, which can help you through this recovery process.



FEDERAL TRADE COMMMISSION

IdentityTheft.gov

September 2016

CTS.JPG

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Identity Theft Affidavit.pdf

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Instructions for Completing the ID Theft Affidavit

To make certain that you do not become responsible for the debts incurred by the identity thief, you must provide proof that you didn't create the debt to each of the companies where accounts where opened or used in your name.

A working group composed of credit grantors, consumer advocates and the Federal Trade Commission (FTC) developed this ID Theft Affidavit to help you report information to many companies using just one standard form. Use of this affidavit is optional for companies. While many companies accept this affidavit, others require that you submit more or different forms. Before you send the affidavit, contact each company to find out if they accept it.

You can use this affidavit where a **new account** was opened in your name. The information will enable the companies to investigate the fraud and decide the outcome of your claim. (If someone made unauthorized charges to an **existing account**, call the company to find out what to do.)

This affidavit has two parts:

- **ID Theft Affidavit** is where you report general information about yourself and the theft.

- **Fraudulent Account Statement** is where you describe the fraudulent account(s) opened in your name. Use a separate Fraudulent Account Statement for each company you need to write to.

When you send the affidavit to the companies, attach copies (**NOT** originals) of any supporting documents (for example, drivers license, police report) you have. Before submitting your affidavit, review the disputed account(s) with family members or friends who may have information about the account(s) or access to them.

Complete this affidavit as soon as possible. Many creditors ask that you send it within two weeks of receiving it. Delaying could slow the investigation.

Be as accurate and complete as possible. You *may* choose not to provide some of the information requested. However, incorrect or incomplete information will slow the process of investigating your claim and absolving the debt. Please print clearly.

When you have finished completing the affidavit, mail a copy to each creditor, bank or company that provided the thief with the unauthorized credit, goods or services you describe. Attach to each affidavit a copy of the Fraudulent Account Statement with information only on accounts opened at the institution receiving the packet, as well as any other supporting documentation you are able to provide.

Send the appropriate documents to each company by certified mail, return receipt requested, so you can prove that it was received. The companies will review your claim and send you a written response telling you the outcome of their investigation. **Keep a copy of everything you submit for your records**.

If you cannot complete the affidavit, a legal guardian or someone with power of attorney may complete it for you. Except as noted, the information you provide will be used only by the company to process your affidavit, investigate the events you report and help stop further fraud. If this affidavit is requested in a lawsuit, the company might have to provide it to the requesting party.

Completing this affidavit does not guarantee that the identity thief will be prosecuted or that the debt will be cleared.

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

If you haven't already done so, report the fraud to the following organizations:

1. Each of the three **national consumer reporting agencies**. Ask each agency to place a "fraud alert" on your credit report, and send you a copy of your credit file. When you have completed your affidavit packet, you may want to send them a copy to help them investigate the disputed accounts.

- **Equifax Credit Information Services, Inc.**
  (800) 525-6285/ TDD 1-800-255-0056 and ask the operator to call the Auto Disclosure Line at 1-800-685-1111 to obtain a copy of your report.
  P.O. Box 740241, Atlanta, GA 30374-0241
  www.equifax.com

- **Experian information Solutions, Inc.**
  (888) 397-3742/ TDD (800) 972-0322
  P.O. Box 9530, Allen, TX 75013
  www.experian.com

- **TransUnion**
  (800) 680-7289/ TDD (877) 553-7803
  Fraud Victim Assistance Division
  P.O. Box 6790, Fullerton, CA 92634-6790
  www.transunion.com

2. The **fraud department at each creditor, bank, or utility/service** that provided the identity thief with unauthorized credit, goods or services. This would be a good time to find out if the company accepts this affidavit, and whether they require notarization or a copy of the police report.

3. Your local **police department**. Ask the officer to take a report and give you a copy of the report. Sending a copy of your police report to financial institutions can speed up the process of absolving you of wrongful debts or removing inaccurate information from your credit reports. If you can't get a copy, at least get the number of the report.

4. The FTC, which maintains the Identity Theft Data Clearinghouse – the federal government's centralized identity theft complaint database – and provides information to identity theft victims. You can visit **www.consumer.gov/idtheft** or call toll-free **1-877-ID-THEFT (1-877-438-4338)**.

   The FTC collects complaints from identity theft victims and shares their information with law enforcement nationwide. This information also may be shared with other government agencies, consumer reporting agencies, and companies where the fraud was perpetrated to help resolve identity theft related problems.

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

ID Theft Affidavit

Victim Information

(1) My full legal name is _____
(First) (Middle) (Last) (Jr., Sr., III)

(2) (If different from above) When the events described in this affidavit took place, I was known as

_____
(First) (Middle) (Last) (Jr., Sr., III)

(3) My date of birth is _____
(day/month/year)

(4) My Social Security number is_____

(5) My driver's license or identification card state and number are_____

(6) My current address is _____

City _____ State _____ Zip Code _____

(7) I have lived at this address since _____
(month/year)

(8) (If different from above) When the events described in this affidavit took place, my address was

_____

City _____ State _____ Zip Code _____

(9) I lived at the address in Item 8 from _____ until _____
(month/year) (month/year)

(10) My daytime telephone number is (____)_____

My evening telephone number is (____)_____

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

How the Fraud Occurred

Check all that apply for items 11 - 17:

(11) ❑ I did not authorize anyone to use my name or personal information to seek the money, credit, loans, goods or services described in this report.

(12) ❑ I did not receive any benefit, money, goods or services as a result of the events described in this report.

(13) ❑ My identification documents (for example, credit cards; birth certificate; driver's license; Social Security card; etc.) were ❑ stolen ❑ lost on or about _____.
(day/month/year)

(14) ❑ To the best of my knowledge and belief, the following person(s) used my information (for example, my name, address, date of birth, existing account numbers, Social Security number, mother's maiden name, etc.) or identification documents to get money, credit, loans, goods or services without my knowledge or authorization:

_____	_____
Name (if known)	Name (if known)
_____	_____
Address (if known)	Address (if known)
_____	_____
Phone number(s) (if known)	Phone number(s) (if known)
_____	_____
Additional information (if known)	Additional information (if known)

(15) ❑ I do NOT know who used my information or identification documents to get money, credit, loans, goods or services without my knowledge or authorization.

(16) ❑ Additional comments: (For example, description of the fraud, which documents or information were used or how the identity thief gained access to your information.)

_____

_____

_____

_____

_____

(Attach additional pages as necessary.)

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

Victim's Law Enforcement Actions

(17) (check one) I ❑ am ❑ am not willing to assist in the prosecution of the person(s) who committed this fraud.

(18) (check one) I ❑ am ❑ am not authorizing the release of this information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this fraud.

(19) (check all that apply) I ❑ have ❑ have not reported the events described in this affidavit to the police or other law enforcement agency. The police ❑ did ❑ did not write a report. *In the event you have contacted the police or other law enforcement agency, please complete the following:*

_____	_____
(Agency #1)	(Officer/Agency personnel taking report)
_____	_____
(Date of report)	(Report number, if any)
_____	_____
(Phone number)	(email address, if any)
_____	_____
(Agency #2)	(Officer/Agency personnel taking report)
_____	_____
(Date of report)	(Report number, if any)
_____	_____
(Phone number)	(email address, if any)

Documentation Checklist

Please indicate the supporting documentation you are able to provide to the companies you plan to notify. Attach copies (NOT originals) to the affidavit before sending it to the companies.

(20) ❑ A copy of a valid government-issued photo-identification card (for example, your driver's license, state-issued ID card or your passport). If you are under 16 and don't have a photo-ID, you may submit a copy of your birth certificate or a copy of your official school records showing your enrollment and place of residence.

(21) ❑ Proof of residency during the time the disputed bill occurred, the loan was made or the other event took place (for example, a rental/lease agreement in your name, a copy of a utility bill or a copy of an insurance bill).

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

(22) ❑ A copy of the report you filed with the police or sheriff's department. If you are unable to obtain a report or report number from the police, please indicate that in Item 19. Some companies only need the report number, not a copy of the report. You may want to check with each company.

Signature

I declare under penalty of perjury that the information I have provided in this affidavit is true and correct to the best of my knowledge.

_____ _____
(signature) (date signed)

Knowingly submitting false information on this form could subject you to criminal prosecution for perjury.

_____
(Notary)

[Check with each company. Creditors sometimes require notarization. If they do not, please have one witness (non-relative) sign below that you completed and signed this affidavit.]

Witness:

_____ _____
(signature) (printed name)

_____ _____
(date) (telephone number)

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

Fraudulent Account Statement

Completing this Statement

- Make as many copies of this page as you need. **Complete a separate page for each company you're notifying and only send it to that company.** Include a copy of your signed affidavit.
- List only the account(s) you're disputing with the company receiving this form. **See the example below.**
- If a collection agency sent you a statement, letter or notice about the fraudulent account, attach a copy of that document (**NOT** the original).

I declare (check all that apply):

❑ As a result of the event(s) described in the ID Theft Affidavit, the following account(s) was/were opened at your company in my name without my knowledge, permission or authorization using my personal information or identifying documents:

Creditor Name/Address *(the company that opened the account or provided the goods or services)*	**Account Number**	**Type of unauthorized credit/goods/services provided by creditor** *(if known)*	**Date issued or opened** *(if known)*	**Amount/Value provided** *(the amount charged or the cost of the goods/services)*
Example Example National Bank 22 Main Street Columbus, Ohio 22722	01234567-89	auto loan	01/05/2002	$25,500.00

☐ During the time of the accounts described above, I had the following account open with your company:

Billing name _____

Billing address _____

Account number _____

DO NOT SEND AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENT AGENCY

SFST Scoresheet.pdf

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SFST SCORING SHEET

(Check All that Apply)

Horizontal Gaze Nystagmus (HGN)

	Yes	No
Are you wearing glasses or contacts?	☐	☐

I'm going to check your eyes.

Stand with your feet together, with your hands by your side.

Look at the stimulus and follow the stimulus with your eyes only. Do not move your head. Keep looking at the stimulus until told the test is over.

Hold stimulus approx. 12–15" in front of face

CHECK FOR

	Yes	No
Equal Pupil Size	☐	☐
Resting Nystagmus	☐	☐
Equal Tracking	☐	☐

CLUES

	Left	Right
Lack of Smooth Pursuit 2 seconds out; 2 seconds back	☐	☐
Distinct and Sustained Nystagmus @ Maximum Deviation Hold minimum of 4 seconds	☐	☐
Onset of Nystagmus Prior to 45 degrees	☐	☐

Vertical Nystagmus

	Yes	No
Vertical Nystagmus Hold for approx. 4 seconds	☐	☐

Notes

Walk and Turn

INSTRUCTIONS STAGE

Place your left foot on a line (real or imaginary), and put your right heel against the toe of your left foot.

Place your arms down at your sides.

Maintain this position until I have completed the instructions. Do not start to walk until told to do so.

Do you understand? ☐ Yes ☐ No

WALKING STAGE

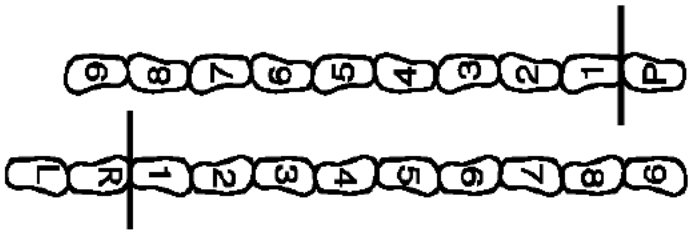
When I tell you to start, take nine heel-to-toe steps on the line, turn, and take nine heel-to-toe steps down the line. (demonstrate min 3 steps)

When you turn, keep the front (lead) foot on the line, and turn by taking a series of small steps with the other foot. (demonstrate)

While you are walking, keep your arms at your sides, watch your feet at all times, and count your steps out loud.

Once you start walking, don't stop until you have completed the test.

Do you understand the instructions? ☐ Yes ☐ No



CLUES

- ☐ Cannot keep balance while listening to instructions
- ☐ Starts too soon
- ☐ Stops while walking
- ☐ Does not touch heel to toe
- ☐ Steps off the line
- ☐ Uses arms for balance
- ☐ Improper turn
- ☐ Incorrect number of steps

One Leg Stand

INSTRUCTIONS STAGE

Stand with your feet together and your arms down at the sides. (demonstrate)

Do not start to perform the test until I tell you to do so. Do you understand the instructions so far?

☐ Yes ☐ No



	Left	Right
Sways while balancing	☐	☐
Uses arms to balance	☐	☐
Hopping	☐	☐
Puts foot down	☐	☐

Defendant's Rights

1. You have the right to remain silent.
2. Anything you say can and will be used against you in court.
3. You have the right to have an attorney with you prior to, during, or after any questioning.
4. If you cannot afford an attorney and desire one, the court will appoint one for you.
5. You may stop the questioning at any time by refusing to answer further or by requesting to consult with your attorney.

WAIVER

Do you understand each of these rights I have explained to you?

Having these rights in mind, do you wish to answer questions or make a statement at this time?

Implied Consent Card Read

☐ Blood

☐ Breath

Balancing and Counting Stage

When I tell you to start, raise either leg with the foot approximately six inches off the ground, keeping your foot parallel to the ground. (demonstrate)

Keep both legs straight and your arms at your side.

While holding that position, count out loud in the following manner: "one thousand one, one thousand two, one thousand three," and so on until told to stop.

Keep your arms at your sides at all times and keep watching the raised foot.

Do you understand? ☐ Yes ☐ No

☐ Cannot perform test (test stopped for suspect's safety)

ARIDE TESTS

Finger Count

1, 2, 3, 4, 4, 3,2, 1 Each finger to thumb.

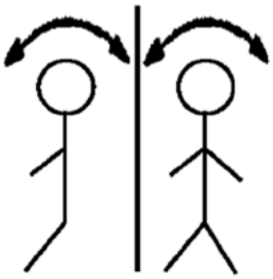
Results: _____

_____

_____

Modified Romberg Balance

Approx. Approx.

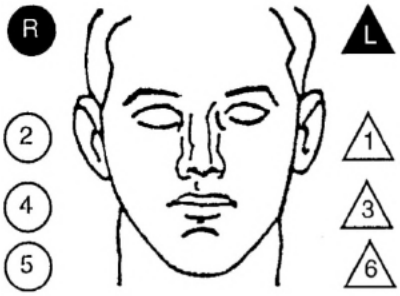


Time Estimation

_____ estimated as 30 seconds

Finger To Nose

(Draw lines to spots touched)



City Health and Safety Manual.pdf

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SYMBOL OF A TOTAL COMMUNITY
CITY OF SAND SPRINGS, OKLA.

City of Sand Springs, Oklahoma
Health and Safety Manual

Table of Contents

Section I
- Health and Safety Program Statement
- Orientation and Rules
- Program Administrator
- Employee Safety Officers Committee
- Incident forms

Section II
- Safety and Emergency Procedures
- Emergency Response Policy
- Inspection-Health and Safety Checklist

Section III
- Personal Protective Equipment w/appendices
- Respiratory Protection Program

Section IV
- Hazard Communication Program
- Bloodborne Pathogens/Exposure Control
  - Appendix-Hepatitis B Vaccine Declination Form

Section V
- Confined Space Entry
  - Appendix-Entry Form

Section VI
- Control of Hazardous Energy (Lockout/Tagout)
  - **The following Lockout/Tagout procedures are included as necessary:**
  - Appendix-Facilities Maintenance
  - Appendix-Sand Springs Pogue Airport
  - Appendix-Water Treatment Plant
  - Appendix-Water Maintenance and Operations
  - Appendix-Wastewater Maintenance

CITY OF SAND SPRINGS
HEALTH & SAFETY PROGRAM

The City of Sand Springs, as a public employer, believes in the dignity and importance of each employee. The prevention of occupational injuries, illnesses, and exposures is given top priority at all times.

An effective health and safety program requires accident prevention efforts and the integration of health and safety measures into each employee's job. This will be accomplished through the cooperative efforts of managers, supervisors and employees who seek to obtain the lowest possible work-related injury, exposure, and illness rates. A management-employee safety and health committee, a self-inspection program, and safety and health orientation along with training are features of our effort. No employee is required to perform hazardous duties for which he/she has not been provided the appropriate equipment, training, and protection.

By accepting mutual responsibility to operate healthfully and safely we will all contribute to a reduction in work place incidents and the high cost of workers' compensation. The following safety and health written programs are contained within this manual:

Bloodborne Pathogens / TB	Safety Program Administrator
Respiratory Protection	Employee Safety Officers Committee
Hazard Communication	Confined Space
Personal Protective Equipment	Control of Hazardous Energy (LOTO)
Inspections	Testing



City Manager

11-24-04

Date

SAFETY ORIENTATION
& HEALTH INFORMATION

All new fulltime and part time employees will receive a safety and health orientation briefing by the Safety Program Administrator.

The Safety Program Administrator will insure sufficient time is devoted to reviewing the City of Sand Springs Health & Safety policies, job descriptions as they relate to hazards within their assigned duties and employee responsibilities to safety related matters.

The following items, at a minimum, will be discussed with new employees:

City of Sand Springs
General Health & Safety Rules

1. Unsafe/unhealthy conditions are to be reported to the supervisor immediately.
2. Any and all accidents, injuries, exposures, and work-related illnesses are to be reported to the supervisor immediately, using an official incident report form.
3. Smoking and food/drink is allowed only in designated areas. Smoking is prohibited in ignition-source areas.
4. Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition.
5. Defective tools and equipment shall not be used, and are to be reported to the supervisor at once.
6. Maintenance and adjustments to equipment shall be made only when energy sources have been properly isolated. Work shall only be performed by properly trained persons.
7. Compliance with all governmental standards and regulations is required.
8. Aisles, walkways, stairways, and exits shall be kept free of debris, storage or obstructions.
9. Good housekeeping shall be practiced at all times.
10. The use of, or being under the influence of, alcohol or illegal drugs while on the job is prohibited.
11. All agency safety and health rules must be followed. Posters must not be covered, defaced, or removed.
12. Training on equipment is required prior to unsupervised operation.
13. Horseplay on the job site is prohibited.

VIOLATIONS OF SAFETY & HEALTH RULES WILL RESULT IN DISCIPLINARY ACTION.
I HAVE READ AND UNDERSTAND EACH ITEM ABOVE.

Signature _____ Date_____

City of Sand Springs, Oklahoma

SAFETY PROGRAM ADMINISTRATOR

The Safety Program Administrator is designated by the City Manager and will ensure the planning, development, implementation, and updating of all written safety and health programs and plans as outlined in Title 40 O.S. Section 401 through 424.

These plans may include but are not limited to:

Hazard Communication Program
Exposure Control Program (BloodBorne Pathogens, TB)
Hazard Assessment and Personal Protective Equipment Program (PPE)
Respiratory Protection Program
Chemical Hygiene Plan (including Lab Safety)
Control of Hazardous Energy (Lockout/Tagout)
Confined Space Entry Program

Additionally the Safety Program Administrator will:

- Conduct periodic safety and health walk-through inspections of all workplace facilities.
- Ensure that quarterly safety training and all other specifically required training is provided for all employees.
- Post the annual results for the month of February at each work location as provided by Personnel Department.
- Conduct accident / injury investigations and illness exposure monitoring.
- Establish and monitor a program for reporting and investigating “near-miss” situations.
- Conduct investigations into employee inquiries, suggestions, and complaints.
- Maintain required safety and health documents and or files.
- Ensure periodic inspections of all motorized vehicles.
- Make recommendations to the City Manager on changes to safety guidelines and accident prevention methods within this manual.

Personnel Department

- Maintain OK-200 log of occupational injuries and illness.
- Post the annual results for the month of February at each work location.
- Maintain required safety and health documents and or files

City of Sand Springs, Oklahoma
EMPLOYEE SAFETY OFFICERS COMMITTEE

The **Employee Safety Officer Committee** is established by the authority of the City Manager as an employee safety and accident review committee.

Members: The ESOC membership is comprised of a minimum of twelve (12) committee members, representing a cross-section of the city work force. Members serve for one year terms and continue serving until replaced by their supervisor or department head. The Safety Program Coordinator is appointed by the City Manager and will act as the ESOC Chairman.

Responsibilities: Members will review all accidents and injuries involving employees of the City of Sand Springs. ESOC will report their recommendations of at fault or not at fault accident to the City Manager and the department head whose employee was involved in the accident.

Members will meet on the third Wednesday of each month or as determined by the ESOC Committee.

ESOC will hear and discuss safety concerns from representatives of the Fraternal Order of Police and the International Association of Fire Fighters. ESOC will also hear concerns from all other City of Sand Springs employees. ESCO will report those concerns and recommendations to the City Manager.

The Safety Coordinator will conduct annual safety inspections of city-owned facilities with or without the assistance of the Fire Marshal or building inspector. The coordinator will follow with a written report to the City Manager when inspections are completed.

The following guidelines will be followed by ESOC when reviewing accidents:

- Upon receipt of an accident report ESOC members will review the accident to determine any measures that could be taken to prevent further accidents similar in nature, and determine if the employee is at fault.

- If further information is needed by the Employee Safety Officers Committee (ESOC) to make recommendations, the Employee Safety Officers Committee (ESOC) will contact the respective Department Head for that information.

- Employee Safety Officers Committee (ESOC) will report its recommendations directly to the City Manager and the respective Department Head

.

SAFETY TRAINING

Each type or class of employee for the City of Sand Springs are required by State Law, mandated by the Department of Labor, Title 40, O.S. Section 401 to be provided safety classes no less than quarterly. The Safety Coordinator will be responsible to see that each employee within each department has received their mandated safety training per quarter. ESOC members will forward any training documentation to the Safety Coordinator for centralized record keeping. Employees who fail to receive their mandated training may be subject to disciplinary action.

EMPLOYEE INCIDENT REPORT

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

CLAIM #

EMPLOYEE: POSITION:

DEPARTMENT: DIVISION:

INCIDENT DATE: INCIDENT TIME: ☐ AM ☐ PM REPORT DATE:

IF REPORT DATE AND INCIDENT DATE ARE DIFFERENT, EXPLAIN:

THIS INCIDENT INVOLVES: ☐ EMPLOYEE INJURY ☐ INJURY TO SOMEONE OTHER THAN A CITY EMPLOYEE

☐ DAMAGE TO CITY VEHICLE/EQUIPMENT ☐ DAMAGE TO PRIVATE PROPERTY/VEHICLE

EMPLOYEE: TURN THIS FORM INTO YOUR SUPERVISOR.

SUPERVISOR: SUBMIT THIS FORM ALONG WITH YOUR REPORT AND ANY WITNESS/CO-WORKERS STATEMENTS TO THE HUMAN RESOURCES DEPARTMENT AND YOUR DEPARTMENT HEAD **WITHIN 24 HOURS** OF YOUR KNOWLEDGE OF THE INCIDENT.

LOCATION OF INCIDENT:

IF INJURY, WHAT PART OF YOUR BODY WAS INJURED:

WHAT IS THE EXTENT OF YOUR INJURY:

HAVE YOU REQUESTED MEDICAL ATTENTION? ☐ NO ☐ YES

IF YES, NAME OF PHYSICIAN, HOSPITAL OR OTHER FACILITY YOU HAVE GONE TO:

EXPLAIN IN DETAIL HOW THIS INCIDENT OCCURRED (IF MORE SPACE IS NEEDED, ATTACH SEPARATE SHEET):

CITY EQUIPMENT/VEHICLE INVOLVED: UNIT #

DESCRIPTION:

IF DAMAGE TO CITY OR PRIVATE PROPERTY/VEHICLE, DESCRIBE THE EXTENT OF DAMAGE:

ESTIMATED DAMAGE: $

CONTINUED ON BACK.....

EMPLOYEE INCIDENT REPORT

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

CLAIM #

WAS A POLICE REPORT FILED: ☐ NO ☐ YES IF YES, REPORTING AGENCY: ☐ SAND SPRINGS POLICE DEPT. ☐ State Highway Patrol ☐ OTHER

WERE YOU WEARING PROPER SAFETY EQUIPMENT (IF REQUIRED) AT THE TIME OF THE INCIDENT? ☐ YES ☐ NO
IF NO, WHY NOT?

WAS ANYONE ELSE INVOLVED IN THIS INCIDENT? ☐ NO ☐ YES
IF YES, GIVE NAMES, ADDRESSES, AND PHONE NUMBERS:

DID ANYONE ELSE SEE THE INCIDENT OCCUR? ☐ NO ☐ YES
IF YES, GIVE NAMES, ADDRESSES, AND PHONE NUMBERS:

IN YOUR OPINION, WAS THERE ANY UNSAFE ACTS OR CONDITIONS (INCLUDING PEOPLE AND/OR EQUIPMENT) THAT CAUSED THIS INCIDENT? ☐ NO ☐ YES
IF YES, PLEASE EXPLAIN:

IN YOUR OPINION, HOW COULD THIS INCIDENT HAVE BEEN PREVENTED?

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

EMPLOYEES SIGNATURE _____ DATE _____

SUPERVISOR INCIDENT REPORT

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

CLAIM #

SUPERVISOR: SUBMIT THIS FORM ALONG WITH THE EMPLOYEE'S INCIDENT REPORT (FORM #47) AND ANY WITNESS/CO-WORKER STATEMENTS TO THE **HUMAN RESOURCES DEPARTMENT AND YOUR DEPARTMENT HEAD** WITHIN 24 HOURS OF YOUR KNOWLEDGE OF THE INCIDENT

SUPERVISOR: _____ POSITION: _____

DEPARTMENT: _____ DIVISION: _____

INCIDENT DATE (MM/DD/YY): _____ INCIDENT TIME: _____ ☐ AM ☐ PM

REPORTED TO YOU (MM/DD/YY):

THIS INCIDENT INVOLVES: ☐ EMPLOYEE INJURY ☐ INJURY TO SOMEONE OTHER THAN A CITY EMPLOYEE

☐ DAMAGE TO CITY VEHICLE/EQUIPMENT ☐ DAMAGE TO PRIVATE PROPERTY/VEHICLE

LOCATION OF INCIDENT:

PRIMARY EMPLOYEE(S) INVOLVED:

OTHER EMPLOYEE(S) INVOLVED:

WITNESS INFORMATION (NAMES, ADDRESSES, AND PHONE NUMBERS):

CITY EQUIPMENT/VEHICLE INVOLVED: UNIT #

DESCRIPTION:

ESTIMATED DAMAGE: $

WAS A POLICE REPORT FILED: ☐ NO ☐ YES IF YES, REPORTING AGENCY: ☐ SAND SPRINGS POLICE DEPT. ☐ STATE HIGHWAY PATROL ☐ OTHER

WERE PHOTOS OR VIDEOS OF ACCIDENT SCENE TAKEN? ☑ NO ☐ YES

IF YES, NAME OF AGENCY:

DESCRIPTION OF ACTIVITIES AT THE TIME OF INCIDENT (ATTACH MEMO IF MORE SPACE NEEDED.):

SUPERVISOR INCIDENT REPORT

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

CLAIM #

IF INJURY, NATURE AND EXTENT (EXAMPLE: BRUISE TO RIGHT ELBOW):

WAS FIRST AID ADMINISTERED? ☐ NO ☐ YES – BY WHOM?

HAS THE EMPLOYEE REQUESTED MEDICAL ATTENTION? ☐ NO ☐ YES
IF YES, NAME AND ADDRESS OF PHYSICIAN:

DO YOU HAVE ANY REASON TO DOUBT THE VALIDITY OF THIS INJURY? ☐ NO ☐ YES
IF YES, WHY?

F DAMAGE TO CITY OR PRIVATE PROPERTY, DESCRIPTION OF DAMAGE:

WAS PROPER SAFETY EQUIPMENT BEING USED AT THE TIME OF THE INCIDENT? ☐ NO ☐ NONE REQUIRED ☑ YES
IF NO, WHY NOT?

WHO OR WHAT, IN YOUR OPINION, CAUSED THIS INCIDENT (ATTACH MEMO IF MORE SPACE NEEDED.):

HOW COULD THIS INCIDENT HAVE BEEN PREVENTED:

YOUR RECOMMENDATIONS TO THE SAFETY COMMITTEE RELATING TO THIS INCIDENT:

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

SUPERVISOR SIGNATURE _____ DATE _____

DEPARTMENT HEAD SIGNATURE _____ DATE _____

WITNESS/CO-WORKER STATEMENT

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

CLAIM #

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

WITNESS/CO-WORKER: _____ TELEPHONE: _____

ADDRESS OR DEPARTMENT:

PLEASE PROVIDED THE FOLLOWING INFORMATION, GIVING AS MUCH DETAIL AS POSSIBLE:

INCIDENT DATE (MM/DD/YY): _____ INCIDENT TIME: _____ ☐ AM ☐ PM

TYPE OF INCIDENT: ☐ PERSONAL INJURY ☐ PROPERTY DAMAGE

PERSON(S) INVOLVED IN INCIDENT:

I ☐ DID ☐ DID NOT WITNESS THE INCIDENT.

WERE PHOTOS OR VIDEOS OF ACCIDENT SCENE TAKEN? ☐ NO ☐ YES

IF YES, NAME OF AGENCY:

THE FOLLOWING IS A DESCRIPTION OF WHAT I OBSERVED (ATTACH MEMO IF MORE SPACE NEEDED.):

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

_____ _____

EMPLOYEES SIGNATURE DATE

CITY OF SAND SPRINGS

NOTICE OF UNSAFE WORK AREA/PROCEDURE

DATE: _____ REPORTED BY: _____ REPORTED TO: _____

DESCRIBE UNSAFE AREA (BE SPECIFIC. USE REVERSE SIDE OF THIS FORM IF MORE SPACE IS NEEDED):

DESCRIBE UNSAFE PROCEDURE (BE SPECIFIC GIVING DATE, TIME, AND PERSON (S) INVOLVED IN THE UNSAFE PROCEDURE. USE REVERSE SIDE OF THIS FORM IF MORE SPACE IS NEEDED):

_____ _____

YOUR SIGNATURE DATE

THIS PORTION TO BE FILLED OUT BY THE DEPARTMENT HEAD OR SUPERVISOR

DESCRIBE ACTION TAKEN:

_____ _____

DEPARTMENT HEAD SIGNATURE DATE

TO INDIVIDUAL REPORTING AN UNSAFE AREA OR PROCEDURE, DISTRIBUTE AS FOLLOWS:

ORIGINAL: DEPT HEAD OR SUPERVISOR ***COPY:*** HUMAN RESOURCES DEPT. ***COPY:*** RETAIN FOR YOUR FILE

FIRE SAFETY

Fire drill shall be conducted in all departments.

Classifications Four Classifications of fire:

Class A: Natural Materials

These are ordinary fires of paper stock, wooden skids, or textiles. These fires require cooling, quenching, or smothering, and can but put out by water.

Class B: Flammable or Combustible Liquids.

Items such as alcohol, printing inks, or solvents may catch fire**.** These fires must be smothered or blanketed. Water can make them worse. These fires can be very dangerous: soiled press wipers can burst into flames from spontaneous combustion. They should be kept in metal contains with spring lids.

Class C: Electrical

The substance burning in electrically energized equipment may be paper, but using water can cause electrocution if the current is on; water conducts electricity. These fires require a non-conducting extinguishing agent, unless you are absolutely sure the current is off.

Class D: Metals

Combustible metals, such as magnesium, titanium, etc., are used in the printing industry. Class D fire extinguishers are available, but these fires and Class C fires probably need the attention of the fire department.

Portable Fire Extinguishers

Fire extinguishers are only effective for small fires in the early stages. Only properly trained employees will use fire extinguishers.

Just as there are different kinds of fire, there are different kinds of extinguishers. Using the wrong kind may cause more damage than good, and may even cause the fire to spread.

All employees must know what kind of fire extinguishers are at your place of employment and who is expected to use them.

Class A portable fire extinguishers can only put out Class A fires. Some extinguishers are AB, and can be used for A or B fires. AB extinguishers can be used for Class C fires if the electrical equipment is not running and the current is off. Class D fires require a Class D extinguisher.

All employees will be trained on the use and types of fire extinguishers within their departments within thirty days of employment and then on an annual basis afterwards.

The ESOC member in each department will insure that all fire extinguishers are inspected and initialed on a monthly basis and the Safety Program Administrator will be responsible that they are checked by a qualified technician on a yearly basis.

FIRE EMERGENCY PROCEDURES

Upon Observing Smoke or a Fire of Unknown Origin or Intensity

1. Sound the alarm and notify the Fire Department.
2. Follow procedures in the emergency evacuation plan (EEP).
3. Assemble outside, follow instructions in the EEP?
4. The lead person will account for all those assembling.

In Case of Minor Fire

1. Fight the fire if it can be done safety. (In the meantime, responsible person sounds the alarm and notifies the Fire Department).
2. If the fire is out of control, confine it to its immediate area by closing doors as you leave.
3. Provide assistance to anyone requiring it to clear the area.
4. Assemble at the designated location, following instructions in the EEP.
5. Lead person will account for all those assembling.

In case of Major Fire

1. Leave the area. Close door behind you.
2. Assist in evacuation.
3. Evacuate the building
4 Assemble at the designated location, following instructions in the EEP.
5 Lead person will account for all those assembling.

EMERGENCY WEATHER PROCEDURES

If a tornado "**watch**" is issued for your area, it means that a tornado is "possible."

If a tornado "**warning**" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Be alert to what is happening outside as well. Here are some indicators of tornados:

- A sickly greenish or greenish black color to the sky.
- If there is a watch or warning posted, then the fall of hail should be considered as a real danger sign. Hail can be common in some areas, however, and usually has no tornado activity along with it.
- A strange quiet that occurs within or shortly after the thunderstorm.
- Clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky.
- A sound a little like a waterfall or rushing air at first, but turning into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious "funnel-shaped" cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

If you see a tornado and it is not moving to the right or to the left relative to trees or power poles in the distance, it may be moving towards you! Remember that although tornadoes usually move from southwest to northeast, they also move towards the east, the southeast, the north, and even northwest.

Encourage your co-workers to plan for their own safety in many different locations. It is important to make decisions about the safest places well BEFORE you ever have to go to them.

SHELTER AREAS

In Schools

Leave auditoriums, gyms and other free-span rooms, exiting in an orderly fashion. Go to interior rooms and halls on the lowest floor, but avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those that open to the southwest, south, or west, since that is the usually the direction the tornado will come. Stay away from glass, both in windows and doors. Crouch down; make as small a "target" as possible. If you have something to cover your head, do so, otherwise, use your hands.

In Vehicles

If you are in a car, and you can see a tornado forming or approaching, you should leave the car and take shelter as above. You may think you can escape from the tornado by driving away from it, but you can't know what you may be driving into. A tornado can blow a car off a road, pick a car up and hurl it, or tumble a car over and over. Many people have been killed in cars while they were trying to outrun the tornado, and although it is sometimes possible to escape, it is generally not a good idea.

Underpass

An underpass may seem like a safe place, but may not be. While videos show people surviving under an underpass, those tornadoes have been weak. No one knows how survivable an underpass is in a strong or violent tornado. The debris flying under the underpass could be very deadly... head for a ditch.

High-Rise Buildings

Interior rooms and halls are the best locations in large buildings. Central stairwells are good, but elevators are not. If the building loses power, you may be in the elevator for a long time. Stay away from glass walls and windows, no matter how small.

Mobil Homes

Most tornado deaths occur in cars and mobile homes. If you live or work in a mobile home, you should find out where you should go in the event of a tornado--but don't wait until you really need the information! Mobile home parks may have a designated tornado shelter, or a steel reinforced concrete laundry room. If they don't, you need to find another substantial structure that you can reach very quickly. You may have only seconds to get to it.

Shopping centers, hospitals, and factories

Go to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs such as auditoriums, theaters, and warehouses. Crouch down and cover your head. Deaths have occurred in large, single story department stores. They have occurred inside the building when the roof or wide span brick walls have collapsed. A corner would be safer than the middle of the wall. A bathroom, closet, office, or maintenance room with short walls would be the safest area, especially if it was on the north or east side of the building.

EMERGENCY RESPONSE POLICY

Scope

It is the purpose of this policy to provide employees with the necessary information to respond to any natural or manmade disaster in the most efficient manner with the least disruption to emergency personnel and ongoing rescue operations.

Upon notification of an emergency, department heads will assemble at the EOC.

Authority during an emergency:

The Emergency Management Director or his/her assistant is in command of all emergency procedures within the City of Sand Springs.

Notified Implementation:

When a suspected emergency arises and the on-duty supervisor for the Police Department or Fire Department determines that an actual emergency exists, the Emergency Response Procedure will be implemented.

Notification Procedure for EM Personnel:

When the on-duty dispatcher is advised that the Emergency Response Procedure is to be implemented, the following will take place in the order given:

1. Pagers given for Fire Department and First Responder Personnel
2. Emergency Management Director notified
3. City Manager notified
4. Ass't City Manager notified
5. Chief of Police notified
6. Fire Chief notified
7. Police Department Sergeants notified
8. Public Works Director notified
9. Safety Program Administrator notified
10. Communications Supervisor (police dept.) notified
11. Building Inspector notified
12. PIO notified (Public Information Officer)

Police Department Notification Procedure:

On-duty dispatcher will notify each shift sergeant and the communications supervisor. Each shift sergeant and the communications supervisor will be responsible to notify each officer or dispatcher on their assigned shift. If a particular sergeant or the communications supervisor cannot be notified the on-duty dispatcher will notify the officers of that shift or dispatchers. The day shift sergeant will also contact the Detective Division and Animal Control personnel.

Police officers and communications personnel are reminded that during an emergency the on-duty dispatcher is extremely busy and all radio traffic will be for emergency use only and kept to a minimum. Officers will not use radio unless directed to do so while staging.

Chief of Police
/
Assistant Chief of Police
/

Day Sergeant	Afternoon Sergeant	Midnight Sergeant
/	/	/
Officers	Officers	Officers

Fire Department and EMS Notification Procedure:

When the on-duty dispatcher is advised that the emergency response procedure is to be implemented, all Sand Springs firefighters and First Responder personnel are immediately given an all page to report to the fire station. In the event that radio pager communications are disabled the on-duty Captain will notify the other shift Captains who in turn will notify the members of their shift. If a Captain is unable to be contacted the on-duty captain or his designee will contact that Captain's shift.

Fire Department personnel are reminded that during an emergency the on-duty dispatcher is extremely busy and all radio traffic will be for emergency use only and kept to a minimum. Responding Fire and Ambulance personnel should not use radio traffic until they have reported to their staging sites.

Fire Chief
/
EMS Director
/

'A' Shift Captain	'B' Shift Captain	'C' Shift Captain
/	/	/
Crew	Crew	Crew

Public Works Notification Procedure:

When the on-duty dispatcher notifies the Public Works director, he or she will in turn notify the superintendent. The superintendent will contact the PWA Communications / Office personnel. The Communications / Office personnel will call the Sanitation Works Leader who will notify their personnel and then the Water Treatment Facility Supervisor who will notify their personnel. The PWA Communications / Office personnel will notify the Wastewater Treatment Facility Supervisor, Street Work Leader and Cemetery leader. The Wastewater Treatment Facility Supervisor, Street Work Leader and Cemetery personnel will in turn notify each of their personnel. If the Assistant Public Works Director is unable to contact their assigned personnel then it will be their responsibility to continue contacting personnel until a leader or supervisor is reached.

Public Works personnel are reminded that during an emergency the on-duty dispatcher is extremely busy and all radio traffic will be for emergency use only and kept to a minimum. PWA employees should not use radio traffic until they have reported to their staging site.

Public Works Director
/
Superintendent
/
PW Communications / Office
/

Sanitation Supervisor	Water Treatment Supervisor	Waste Water Supervisor Street
/	/	/
Crew	Crew	Crew

Administration Notification Procedure:

Upon notification from police communications, the Assistant City Manager will notify the City Treasurer and who in will in turn contact co-personnel. If the Assistant City manager is unable to contact one of the individuals they will be responsible to contact the rest of that department.

Administrative personnel are reminded that during an emergency the on-duty dispatcher is extremely busy and all radio traffic and telephone communications will be for emergency use only and kept to a minimum.

City Manager
/
Assistant City Manager
/
City Treasurer
/
Personnel

Primary Responsibility of Department Heads:

Department Heads, after notification of an emergency, will assemble in the EOC. The primary location of the EOC will be the Emergency Operation Center Building at 110 East Broadway. If the Emergency Operation Center is affected by the disaster then they will proceed to the next staging site. Department Heads, upon arrival at the EOC, will take command of his or her department and act upon the orders of the Emergency Management Director or his or her assistant.

Primary Responsibility of Police Personnel:

The primary responsibility of police personnel will be security of the disaster area. Police personnel may also be used in the area of first responder and search and rescue or other areas that will be determined by the Emergency Management Director.

Primary Responsibility of Communication Personnel:

The primary responsibility of communication personnel will be the notification of off-duty police, fire, and civilian personnel. Communications will aid the Emergency Management director in notification of other law enforcement agencies, fire departments, ambulances, and Tulsa County Emergency Management.

The first officer or communications officer to arrive at the staging area will advise all other personnel (police, fire, ambulance) of their specific duties or location they need to respond to. Officers will not

contact personnel at the disaster site by radio unless instructed to do so and officers will not proceed to the disaster area until given orders to do so.

The on-duty supervisor or senior officer will assume command of the disaster area and provide security until relieved by the Chief of Police or Emergency Management Director. It will be their responsibility to allow emergency vehicles easy access to the area and keep unauthorized personnel out. They will coordinate with communications personnel to have them send officers to the area as needed.

It will be the responsibility of the Communication Supervisor to keep an updated listing of current phone numbers in this manual of all local:

1. Hospitals
2. Law Enforcement Agencies
3. Fire Departments
4. Ambulance Services
5. Air Ambulances
6. Red Cross
7. AEP/PSO
8. ONG
9. Governor's Office
10. Principals of Local Schools (for shelter purposes)
11. SBC
12. Police Department Personnel
13. DHS Supervisors
14. County Emergency Management Director
15. National Weather Service
16. Local TV and Radio stations
17. State Emergency Management group

Primary Responsibility of Public Works Personnel:

Public Works personnel will assist in a support role to Police and Fire. The Public Works Director will work in direct response to the Emergency Management Director and will be responsible to call all personnel in his or her department. Public Works personnel will remain at the staging area until instructed of their specific duties.

It will be the responsibility of the Emergency Management Director for the City of Sand Springs to keep a current listing of City Employees, phone number, and unit numbers in this manual.

Primary Staging Areas:

Fire & Ambulance	-	Fire Station #1
Police	-	Police Department
Public Works	-	Public Works Department
Administration	-	Police Department

If the primary staging area for Fire & Ambulance has been affected by the disaster, city personnel will then stage at Charles Page High School Parking Lot.

Secondary Staging Areas:

Fire & Ambulance	-	Charles Page High School Parking Lot
Police	-	Charles Page High School Parking Lot
Public Works	-	Charles Page High School parking Lot
Administration	-	Charles Page High School Parking Lot

If the secondary staging area has been affected by the disaster, city personnel will then stage at Sand Springs Golf Course.

Terms:

EOC (Emergency Operations Center): The purpose of the EOC is to disseminate information to the media through the Public Information Officer (PIO) with assistance by a representative of each support group.

EOC (Emergency Operations Center) in the first stages of a disaster this is a designated place of operations that are staffed by department heads and support staff. The EOC will not necessarily be located at the scene of the disaster. After a declaration of emergency by the Emergency Management Director to the state Emergency Management group, the EOC can be manned by both state and federal Emergency Management teams depending on the nature of the emergency.

PIO (Public Information Officer): The purpose of the PIO will be to communicate directly between the Emergency Management Director and the media. All information given to the media will be cleared through the Emergency Management Director. The PIO will be responsible for establishing timely briefings with media to inform the public at large of the nature of the disaster, the condition of the community, and any safety issues to the public.

JOC (Joint Operations Center): The purpose of the JOC is to establish a central command center that comprises representatives from each facet of the support team. This will ensure good communications between all support personnel.

Incident Commander – The incident commander will be the individual in charge of rescue operations and in most incidences will be the Fire Chief.

Emergency Management Director: Will be responsible for command decisions during emergencies that effect City-owned property, Citizens of Sand Springs and Personnel of the City of Sand Springs.

Assistant Emergency Management Director: Will be responsible for the EOC and PIO functions during an emergency. It will be the responsibility of the Assistant Emergency Management Director for the City to keep a current listing of City Personnel, phone number, and unit numbers in this manual.

Check List for Emergency Management Director

1. Designate a primary location for Command Center: _____
2. Assignment of EOC personnel:
    a. Assistant Emergency Management Director: _____
    b. Chief of Police: _____
    c. Fire Chief: _____
    d. PWA Director: _____
    e. Ambulance Director: _____
    f. Ass't City Manager: _____
    g. County Emergency Management Director: _____
3. Establish emergency mutual aid: (emergency)
    a. In charge: _____
    b. Fire
    c. Ambulance
    d. Police
4. Establish a method for tracking search teams:
    a. In charge: _____
5. Prepare map of disaster area:
    a. In charge: _____
6. Contact Utility Companies effected:
    a. In charge: _____
7. Prepare Security passes for entry and egress:
    a. In charge: _____
8. Prepare primary and secondary methods of Communication:
    a. In charge: _____
    Radio
    Phone
    Fax
    Amateur Radio
9. Prepare Roster of Personnel:
    a. In charge: _____
10. Establish Mutual Aid: (non-emergency)
    a. In charge: _____
    b. American Red Cross
    c. Police/OHP
    d. Ambulance
    e. Fire
    f. State Emergency Management Operations/Governor
    g. Hospitals
    h. Civil Air Patrol
    i. Coroner/Medical Examiner
    j. Salvation Army
11. Prepare for food and shelter:
    a. In charge: _____
12. Prepare for Media:

a. In charge: _____

13. Establish Chaplain Service:
    a. In charge: _____

14. Start damage assessment:
    a. In charge: _____

15. Establish Stress Management efforts:
    a. In charge: _____

16. Prepare for Dependent care of Personnel:
    a. In charge: _____

17. Prepare for backup facilities:

    a. In charge: _____
    b. City Hall
    c. Police
    d. Fire
    e. Ambulance
    f. City personnel effected by disaster
    g. Citizens effected by disaster

18. Prepare for briefing by key personnel:

City of Sand Springs Safety/Health Checklist

DATE OF INSPECTION: INSPECTOR:

DEPARTMENT: FACILITY:

All NO answers require comments and a completion date for corrective action.

CONDITION AND PROTECTION SATISFACTORY:	**YES**	**NO**	**N/A**	**COMMENTS**
FLOORS				
Floor surfaces free from protruding nails, splinters, holes and loose boards.				
Openings permanent and temporary properly covered or barricaded.				
Aisles clearly designated.				
Aisles unobstructed.				
Load limits posted and adhered to.				
Electrical Boxes unobstructed & labeled				
Exit Signs lighted				
FIRST AID KITS				
Adequate equipment, properly stored in facility				
Adequate equipment, properly stored in vehicles				
FIRE FIGHTING EQUIPMENT				
Flammable and explosive materials stored and handled safely.				
Checked for physical condition and for proper charge.				
Tagged and documented with monthly and annual inspection dates.				
All vehicles and other mobile equipment provided with extinguishers.				

City of Sand Springs Safety/Health Checklist

CONDITION AND PROTECTION SATISFACTORY?	YES	NO	N/A	COMMENTS
HOUSEKEEPING				
Floors clean and free of hazards.				
Trash receptacles emptied regularly.				
Outside ground free of trash, etc.				
Weeds and grass removed regularly and chemically controlled.				
Door open with no obstructions				
STAIRS, RAMPS, AND PLATFORMS				
Light adequate and maintained.				
Surfaces unobstructed, non - slip.				
Toe boards provided where required.				
STORAGE				
Bagged materials properly stacked with no leaning piles.				
Drums properly stacked.				
All overhead storage areas properly guarded and weight limits posted.				

City of Sand Springs Safety/Health Checklist

CONDITION AND PROTECTION SATISFACTORY?	YES	NO	N/A	COMMENTS
TOOLS AND EQUIPMENT				
Tools/equipment inspected regularly to ensure safe operating condition.				
Unsafe/unusable equipment tagged to indicate it must not be used.				
Grinders properly guarded.				
Tools stored properly.				
Employees properly trained in the use of tools and equipment.				
Tools used only for purpose for which they were designed.				
Handles are replaced when they become cracked or broken.				
Air hose connections have positive locking action or securing chain.				
Air hose nozzles proper type.				
Tools disconnected when relieving jams, making repairs, etc.				
Safety Eyewear (goggles, face shields)				
Head Protection (Hard Hats)				
Hand Protection (Gloves)				
EQUIPMENT GUARDS				
Point of operation guards provided on all equipment and machinery.				
Enclosure guards provided for all gears, chains, pulleys, belts, etc.				
Guards in place and functioning when machines are in operation.				
Tool rests in place on bench grinders and properly adjusted.				

City of Sand Springs Safety/Health Checklist

CONDITION AND PROTECTION SATISFACTORY?	YES	NO	N/A	COMMENTS
ELECTRICAL				
Visible wiring unfrayed, in good condition and properly grounded.				
Switch panels and breaker boxes doors closed.				
Switch panels and fuse boxes not hot.				
Extension cords of proper type and in good condition. Temporary use only.				
Extension light sockets of insulated material.				
Portable tools grounded or double insulated.				
Lines marked for voltage.				
Lockout/tagout devices provided and used.				
All electrical disconnects and breaker boxes properly labeled.				
RECORDKEEPING, NOTICES, POSTER				
PEOSH Safety & Health Poster kept posted on bulletin board.				
OK 200 Log current and up to date.				
OK 200 Log information posted for previous year during month of February.				

City of Sand Springs Safety/Health Checklist

CONDITION AND PROTECTION SATISFACTORY?	YES	NO	N/A	COMMENTS
GUARDRAILS AND LADDERS				
Runways (4 feet or more above ground level) equipped with standard railing or equivalent.				
Wall openings (with a drop of more than 4 feet) properly guarded.				
Openings properly barricaded or covered.				
Ladders free from defects, and blocked, cleated or otherwise secured.				
Ladder bases out from wall 1/4 working length of ladder.				

City of Sand Springs, Oklahoma

PERSONAL PROTECTIVE EQUIPMENT WRITTEN PROGRAM

With Appendices

A-Guidelines for Choosing Personal Protective Equipment

B-Hazard Assessment and Selection of PPE

August 2009

Personal Protective Equipment Program

Introduction

The objective of the **Personal Protective Equipment (PPE) Program** is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

This program addresses eye, face, and head, foot, and hand protection. Separate programs exist for respiratory and hearing protection since the need for participation in these programs is established through industrial hygiene monitoring.

- The CDC Personal Protective Equipment Program includes:
- Responsibilities of supervisors, employees, and the Safety Program Administrator
- Hazard assessment and PPE selection
- Employee training
- Record keeping requirements

Responsibilities

Supervisors

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- Seeking assistance from Safety Program Administrator to evaluate hazards.
- Notifying Safety Program Administrator when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

Employees

The PPE user is responsible for following the requirements of the PPE Program. This involves:

- Wearing PPE as required.
- Attending required training sessions.
- Caring for, cleaning, and maintaining PPE as required.
- Informing the supervisor of the need to repair or replace PPE.

Safety Program Administrator

The Safety Program Administrator is responsible for the development, implementation, and administration of the PPE Program. This involves:
Conducting workplace hazard assessments, to determine the presence of hazards, which necessitate the use of PPE:
Conducting periodic workplace reassessments, as requested by supervisors and/or as determined by ESOC:
Maintaining records on hazard assessments:
Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
Providing guidance to the supervisor for the selection and purchase of approved PPE:
Periodically reevaluating the suitability of previously selected PPE.
Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Program Components

Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each tasks performed. For each work site, a certificate must be completed which lists the findings of the inspection and the specific protective equipment needed. These duties will be distributed between the Safety Program Administrator and supervisors.

The Safety Program Administrator, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. Each survey will be documented using the Hazard Assessment Certification Form (Appendix B), which identifies the workplace surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

Once the hazards of a workplace have been identified, the Safety Program Administrator will determine the suitability of the PPE presently available and as necessary select new or additional equipment which ensures a level of protection greater than the minimum required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

Protective Devices

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

Eye and Face Protection ANSI Z87.1-1989
Head Protection ANSI Z89.1-1986
Foot Protection ANSI Z41.1-1991

Hand Protection There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Eye and Face Protection

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, Supervisors of such areas shall procure a sufficient quantity of goggles and/or plastic eye protectors which afford the maximum amount

of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, bio-aerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors shall be used when there is a hazard from flying objects.
- Goggles and face shields shall be used when there is a hazard from chemical splash.
- Face shields shall only be worn over primary eye protection (safety glasses or goggles).
- For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors shall be marked to identify the manufacturer.
- Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

Prescription Safety Eyewear -- OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses (goggles, face shields) without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses must contact the Safety Program Administrator to have their request for prescription safety glasses processed.

Emergency Eyewash Facilities -- Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency.

Head Protection

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work. Head protection is also required to be worn by engineers, inspectors, and visitors at construction sites when hazards from falling or fixed objects or electrical shock are present. Bump caps/skull guards will be issued and worn for protection against scalp lacerations from contact with sharp objects. However, they will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

Foot Protection

Safety shoes shall be worn in the shops, warehouses, maintenance, cage wash, glassware, and other areas as determined by the Safety Program Administrator. All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear."

Safety shoes or boots with impact protection are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee’s feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

Safety shoes should be worn in any area where there is a significant risk of dropping heavy objects on the foot. For general use, comfortable shoes such as tennis shoes or nurses shoes are used extensible. Sandals and other types of open-toed shoes are not permitted in where exposure to infectious agents or toxic materials as well as physical injuries associated with the work may exist.

Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Program Administrator can assist in determining the specific type of glove material that should be worn for a particular chemical.

Face Shields and Eye Protection

Face shields and goggles should be worn whenever procedures with a high potential for contact with Bloodborne pathogens are present.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Training

Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be offered by the Safety Program Administrator to both the employees and the supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn.
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

Record keeping

Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurred. The Supervisor shall maintain their employees' training records for at least 3 years. The Safety Program Administrator shall maintain the Hazard Assessment Certification Form for each work site evaluated for at least 3 years.

APPENDIX: A

General Guidelines for Choosing Personal Protective Equipment

Description and Use of Eye/Face Protectors

- **Safety Glasses.** Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc. Safety glasses are also available in prescription form for those persons who need corrective lenses.

- **Single Lens Goggles.** Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

- **Welders/Chippers Goggles.** These goggles are available in rigid and soft frames to accommodate single or two eyepiece lenses.

- Welder's goggles provide protection from sparking, scaling, or plashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.

- Chippers/Grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

- **Face Shields.** These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.

- **Welding Shields.** These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

- **Head Protection:** Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protectors, in the form or protective hats, must resist penetration and absorb the shock of a blow. The shell of the protective hat is hard enough to resist the blow and the headband and crown straps keep the shell away from the wearer's skull. Protective hats can also protect against electrical shock.

Eye and Face Protection Selection Chart		
Source	**Assessment of Hazard**	**Protection**
IMPACT - Chipping, grinding, machining, drilling, chiseling, riveting, sanding, etc.	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield over primary eye protection.
CHEMICALS - Acid and chemicals handling	Splash Irritating mists	Goggles, eyecup and cover types. For severe exposure, use face shield over primary eye protection Special-purpose goggles
DUST - Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types.
LIGHT and/or RADIATION Welding - electric arc Welding - gas Cutting, torch brazing, torch soldering Glare	 Optical radiation Optical radiation Optical radiation Poor vision	 Welding helmets or welding shields. Typical shades: 10-14 Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4 Spectacles or welding face shield. Typical shades: 1.5-3 Spectacles with shaded or special-purpose lenses, as suitable.

Protective hats are made in the following types and classes:

- Type I - Helmets with a full brim.
- Type 2 - Brimless helmets with a peak extending forward from the crown.
- Class A - General Service, limited voltage. Intended for protection against impact hazards. Used in mining, construction, and manufacturing.
- Class B - Utility service, high voltage. Used by electrical workers.
- Class C - Special service, no voltage protection. Designed for lightweight comfort and impact protection. Used in certain construction, manufacturing, refineries, and where there is a possibility of bumping the head against a fixed object.

Foot Protection

There are many types and styles of protective footwear and it's important to realize that a particular job may require additional protection other than listed here. Footwear that meets established safety standards will have an American National Standards Institute (ANSI) label inside each shoe.

- **Steel-Reinforced Safety Shoes**. These shoes are designed to protect feet from common machinery hazards such as falling or rolling objects, cuts, and punctures. The entire toe box and insole are reinforced with steel, and the instep is protected by steel, aluminum, or plastic materials. Safety shoes are also designed to insulate against temperature extremes and may be equipped with special soles to guard against slip, chemicals, and/or electrical hazards.

- **Safety Boots**. Safety boots offer more protection when splash or spark hazards (chemicals, molten materials) are present: When working with corrosives, caustics, cutting oils, and petroleum products, neoprene or nitrile boots are often required to prevent penetration.

- Foundry or "Gaiter" style boots feature quick-release fasteners or elasticized insets to allow speedy removal should any hazardous substances get into the boot itself.

- When working with electricity, special electrical hazard boots are available and are designed with no conductive materials other than the steel toe (which is properly insulated).

Hand Protection

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations includes leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.
- Always lock-out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative; and do not wear gloves around moving machinery, such as drill presses, mills, lathes and grinders.

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

- **Disposable Gloves**. Disposable gloves, usually made of light-weight plastic, can help guard against mild irritants.
- **Fabric Gloves**. Made of cotton or fabric blends are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold.
- **Leather Gloves**. These gloves are used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.
- **Metal Mesh Gloves**. These gloves are used to protect hands form accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.

- **Aluminized Gloves**. Gloves made of aluminized fabric are designed to insulate hands from intense heat. These gloves are most commonly used by persons working molten materials.
- **Chemical Resistance Gloves**. These gloves may be made of rubber, neoprene, polyvinyl alcohol or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. The following table is provided as a guide to the different types of glove materials and the chemicals they can be used against. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.

Glove Chart

Type	Advantages	Disadvantages	Use Against
Natural rubber	Low cost, good physical properties, dexterity	Poor vs. oils, greases, organics. Frequently imported; may be poor quality	Bases, alcohols, dilute water solutions; fair vs. aldehydes, ketones.
Natural rubber blends	Low cost, dexterity, better chemical resistance than natural rubber vs. some chemicals	Physical properties frequently inferior to natural rubber	Same as natural rubber
Polyvinyl chloride (PVC)	Low cost, very good physical properties, medium cost, medium chemical resistance	Plasticizers can be stripped; frequently imported may be poor quality	Strong acids and bases, salts, other water solutions, alcohols
Neoprene	Medium cost, medium chemical resistance, medium physical properties	NA	Oxidizing acids, anilines, phenol, glycol ethers
Nitrile	Low cost, excellent physical properties, dexterity	Poor vs. benzene, methylene chloride, trichloroethylene, many ketones	Oils, greases, aliphatic chemicals, xylene, perchloroethylene, trichloroethane; fair vs. toluene
Butyl	Specialty glove, polar organics	Expensive, poor vs. hydrocarbons, chlorinated solvents	Glycol ethers, ketones, esters
Polyvinyl alcohol (PVA)	Specialty glove, resists a very broad range of organics, good physical properties	Very expensive, water sensitive, poor vs. light alcohols	Aliphatics, aromatics, chlorinated solvents, ketones (except acetone), esters, ethers
Fluoro- elastomer (Viton) ™ *	Specialty glove, organic solvents	Extremely expensive, poor physical properties, poor vs. some ketones, esters, amines	Aromatics, chlorinated solvents, also aliphatics and alcohols
Norfoil (Silver Shield)	Excellent chemical resistance	Poor fit, easily punctures, poor grip, stiff	Use for Hazmat work

*Trademark of DuPont Dow Elastomers

Glove Type and Chemical Use

***Limited service**	**VG= Very Good**	**G= Good**	**F=Fair**	**P=Poor (not recommended)**

Chemical	Neoprene	Natural Latex or Rubber	Butyl	Nitrile Latex
*Acetaldehyde	VG	G	VG	G
Acetic acid	VG	VG	VG	VG
*Acetone	G	VG	VG	P
Ammonium hydroxide	VG	VG	VG	VG
*Amyl acetate	F	P	F	P
Aniline	G	F	F	P
*Benzaldehyde	F	F	G	G
*Benzene	F	F	F	P
Butyl acetate	G	F	F	P
Butyl alcohol	VG	VG	VG	VG
Carbon disulfide	F	F	F	F
*Carbon tetrachloride	F	P	P	G
Castor oil	F	P	F	VG
*Chlorobenzene	F	P	F	P
*Chloroform	G	P	P	P
Chloronaphthalene	F	P	F	F
Chromic Acid (50%)	F	P	F	F
Citric acid (10%)	VG	VG	VG	VG
Cyclohexanol	G	F	G	VG
*Dibutyl phthalate	G	P	G	G
Diesel fuel	G	P	P	VG
Diisobutyl ketone	P	F	G	P
Dimethylformamide	F	F	G	G
Dioctyl phthalate	G	P	F	VG
Dioxane	VG	G	G	G
Epoxy resins, dry	VG	VG	VG	VG
*Ethyl acetate	G	F	G	F
Ethyl alcohol	VG	VG	VG	VG
Ethyl ether	VG	G	VG	G
*Ethylene dichloride	F	P	F	P
Ethylene glycol	VG	VG	VG	VG
Formaldehyde	VG	VG	VG	VG
Formic acid	VG	VG	VG	VG

Freon 11	G	P	F	G
Freon 12	G	P	F	G

Chemical	**Neoprene**	**Natural Latex or Rubber**	**Butyl**	**Nitrile**
Freon 21	G	P	F	G
Freon 22	G	P	F	G
*Furfural	G	G	G	G
Gasoline, leaded	G	P	F	VG
Gasoline, unleaded	G	P	F	VG
Glycerine	VG	VG	VG	VG
Hexane	F	P	P	G
Hydrochloric acid	VG	G	G	G
Hydrofluoric acid (48%)	VG	G	G	G
Hydrogen peroxide (30%)	G	G	G	G
Hydroquinone	G	G	G	F
Isooctane	F	P	P	VG
Isopropyl alcohol	VG	VG	VG	VG
Kerosene	VG	F	F	VG
Ketones	G	VG	VG	P
Lacquer thinners	G	F	F	P
Lactic acid (85%)	VG	VG	VG	VG
Lauric acid (36%)	VG	F	VG	VG
Lineoleic acid	VG	P	F	G
Linseed oil	VG	P	F	VG
Maleic acid	VG	VG	VG	VG
Methyl alcohol	VG	VG	VG	VG
Methylamine	F	F	G	G
Methyl bromide	G	F	G	F
*Methyl chloride	P	P	P	P
*Methyl ethyl ketone	G	G	VG	P
*Methyl isobutyl ketone	F	F	VG	P
Methyl methacrylate	G	G	VG	F
Monoethanolamine	VG	G	VG	VG
Morpholine	VG	VG	VG	G
Naphthalene	G	F	F	G
Naphthas, aliphatic	VG	F	F	VG
Naphthas, aromatic	G	P	P	G
*Nitric acid	G	F	F	F
Nitromethane (95.5%)	F	P	F	F
Nitropropane (95.5%)	F	P	F	F

Octyl alcohol	VG	VG	VG	VG
Oleic acid	VG	F	G	VG
Oxalic acid	VG	VG	VG	VG
Palmitic acid	VG	VG	VG	VG
Perchloric acid (60%)	VG	F	G	G
Perchloroethylene	F	P	P	G
Petroleum distillates (naphtha)	G	P	P	VG
Phenol	VG	F	G	F
Phosphoric acid	VG	G	VG	VG
Potassium hydroxide	VG	VG	VG	VG
Propyl acetate	G	F	G	F
Propyl alcohol	VG	VG	VG	VG
Propyl alcohol (iso)	VG	VG	VG	VG
Sodium hydroxide	VG	VG	VG	VG
Styrene	P	P	P	F
Stryene (100%)	P	P	P	F
Sulfuric acid	G	G	G	G
Tannic acid (65%)	VG	VG	VG	VG
Tetrahydrofuran	P	F	F	F
*Toluene	F	P	P	F
Toluene diisocyanate	F	G	G	F
*Trichloroethylene	F	F	P	G
Triethanolamine	VG	G	G	VG
Tung oil	VG	P	F	VG
Turpentine	G	F	F	VG
*Xylene	P	P	P	F

***Limited service**	**VG= Very Good**	**G= Good**	**F=Fair**	**P=Poor (not recommended)**

Hazard Assessment and Selection of Personal Protective Equipment

Appendix B

Hazard Assessment Certification Form

Date:	Location:
Assessment Conducted By:	
Specific Tasks Performed at this Location:	

Overhead Hazards -

- Hazards to consider include:
- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level

Hazards Identified:

Head Protection

Hard Hat:		
If yes, type: **e A** (impact and penetration resistance, plus low-voltage electrical insulation) **e B** (impact and penetration resistance, plus high-voltage electrical insulation) **e C** (impact and penetration resistance)		

Eye and Face Hazards:

Hazards to consider include:

- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation
- Bioaerosols
- Projectiles

Hazards Identified:

Eye Protection

Safety glasses or goggles		
Face shield		

Hand Hazards -

- Hazards to consider include:
- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents
- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Hazards Identified:

Hand Protection

Gloves		
chemical resistant temperature resistant abrasion resistant Other (explain)		

Foot Hazards

Hazards to consider include:

- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Exposed electrical wires
- Unusually slippery conditions
- Wet conditions
- Construction/demolition

Hazards Identified:

Foot Protection

Safety shoes		
Types: Toe protection Metatarsal protection Puncture resistant Electrical insulation Other (Explain)		

Other Identified Safety and/or Health Hazards:

Hazard	Recommended Protection

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present

_____

Print Name

_____

(Signature)

Date _____

RESPIRATORY PROTECTION PROGRAM
29 CFR 1910.134

Policy

All employees will be protected from exposure to airborne radioactive, chemical, or biological contamination by installing, implementing, or instituting feasible engineering or administrative controls. If these controls do not prove feasible, or while they are being installed/instituted, appropriate respiratory protection will be provided. For some experiments, respiratory protection may be provided as an additional safeguard against exposure.

References

29 CFR 1910.134 Respiratory Protections:

DHHS (NIOSH) Publication No. 87-116 "NIOSH Guide to Industrial Respiratory Protection"

American National Standards Institute - ANSI-288.2-1992, “Practices for Respiratory Protection"

Definitions

- **Respirator** - A device provided to protect the wearer from inhalation of harmful or nuisance atmospheres. Respirators may function by air purifying and/or air supplying techniques.
- **Air Purifying Respirator** - A respirator that filters and/or absorbs contaminants from the ambient air being inhaled by the wearer.
- **Supplied Air Respirator** - A respirator in which clean air is supplied to the face piece from an auxiliary source away from the wearer.
- **Self-Contained Breathing Apparatus** - A respirator in which the air supply is carried by the wearer.
- **Atmospheric Contamination** - The term applies equally to gases such as nitrogen, carbon monoxide, and carbon dioxide; the vapors of volatile substances such as benzene and carbon tetrachloride; toxic dusts and fumes; radioactive materials; and so forth.
- **Respirator Fit Test** - A test used to determine a proper match or fit between the face piece of the respirator and face of the wearer.

Responsibilities

Supervisor

- Ensures that all employees who wear respiratory protective devices are thoroughly trained in their use.
- Provides employees with the respiratory protection appropriate for the operation, and ensures the use of such devices.
- Identifies potentially hazardous conditions and immediately notifies the Health and Safety Branch for corrective action.

Employee

- Uses respiratory protective equipment as instructed and required under hazardous agent protocols.
- Stores respirator properly to prevent damage and inspects prior to each use.
- Reports any malfunction of respiratory protective equipment to the immediate supervisor.

Health and Safety Branch:

- Develops and implements all aspects of the respiratory protection program.
- Develops training programs and standard operating procedures to fulfill the requirements of existing OSHA regulations and amendments.
- Assists in Purchases, assists Public Works who inspects, maintains, cleans, stores, and fit tests respiratory protective equipment.
- Periodically inspects and makes recommendations to Public Works, Fire Department, on replacement of all respiratory protective devices stored for emergency use.

Standard Operating Procedures

- **Selection** - Respirators shall be selected on the basis of the potential hazards to which the worker is exposed. The following factors shall be ascertained ESOC ensure that the device selected for the employee will provide satisfactory protection when used properly:
  - Chemical, physical, and toxicological properties of the contaminant(s).
  - Review of actual and potential hazards to assess extent of injurious effects produced under all conditions of potential exposure.
  - Evaluation of the duties to be performed by the wearer as they relate to restriction of movement and duration of potential exposure.
  - An understanding of the principles, design, scope of use, limitations, advantages, and disadvantages of the available respirators. To aid in the selection of a particular respirator for a given condition, a schematic chart is presented in Figure 1. Respiratory equipment selected will be approved by NIOSH/MSHA or will otherwise be in accordance with existing OSHA regulations.
- **Medical Evaluations** - It is the responsibility of the Health and Safety Branch to review the health status of all employees who may be required to wear respiratory equipment. In the event of prolonged respirator use, the wearer should have a medical examination to determine if he/she is medically able to wear respiratory protective equipment without aggravating a pre-existing medical condition. (Refer to Section H of this chapter).

  Medical considerations include, but are not limited to the following:

  - History of asthma or emphysema
  - Difficulty in breathing
  - Previously documented lung problems
  - High blood pressure
  - Artery diseases
  - Documented heart problems
  - Missing or arthritic fingers
  - Facial scars
  - Claustrophobia
  - Poor eyesight

Fitting - Each individual required to use a respirator of any type will be fitted by a qualified individual prior to using any such device. The fit test will include a demonstration of proper donning, wearing, and field fit testing techniques, an extensive leak test using a solution of isoamyl acetate as the test vapor and a quantitative fit test using a respirator fit tester. Any individual with a beard or other facial hair that may prevent a proper face piece-to-face seal will not be fit tested until the hair has been removed. A separate Respirator Fitting and Training Record shall be maintained for each participating individual.

Training - Appropriate training and instructions in the proper use of each type of respirator shall be provided by the Safety Program Administrator.

This training will include, but not be limited to:

- Individual fit testing to ensure an effective face piece to face seal.
- Actual handling of the respirator and wearing it for a period in a test atmosphere.
- A discussion of respirators construction, operating principles and limitations.
- Instruction on the nature of the hazard including information on its physical properties, possible concentrations, modes of physiological action and means of detection.
- Discussions of maintenance and inspection procedures.

- **Maintenance and Inspection** - For sanitary and health reasons, clean respirators shall be used by one individual only and shall be returned to the Health and Safety Branch for cleaning, maintenance, and repairs. Cleaning and disinfecting of reusable components of a respirator unit will be performed by utilizing recognized procedures corresponding to the exposure atmosphere. Disposable respirators will be discarded properly after use by the individual. (Note: Cleaning or maintenance of respiratory and other protective devices by anyone other than the Health and Safety Branch is not recommended except in emergency situations). Inspection frequency for all unused devices shall be monthly. Units receiving routine use shall be inspected by the employee before and after each use. The inspection shall include the following checks when applicable:
  - Tightness of connections
  - Condition of face piece, headbands, exhalation and inhalation valves, connecting tube, and canister
  - Pressure in cylinders (do not use if less than 1500 psi)
  - Deterioration of all rubber parts
  - Regulator mechanism
  - Lens of face pieces
  - Warning alarm (self-contained units)
  - Seal on cartridge package

- **Location and Storage of Respirators** - Location and storage of all respiratory devices shall be controlled by their respective department.

- **Special Requirements for Confined Spaces** - In areas immediately hazardous to life or health, self-contained breathing apparatus, air line respirators or hose masks with blowers shall be used. For emergency rescue, a standby person with suitable self-contained breathing apparatus shall be at the nearest fresh air base. Communications (visual, voice or signal line) shall be maintained between all individuals present. Persons using air line respirators and hose masks with blowers shall be equipped with safety harnesses and safety lines for lifting or removing them from hazardous atmospheres, or other equivalent provisions for rescue from hazardous atmospheres shall be used. More details concerning respiratory protection for confined space entry can be found in the City of Sand Springs, Confined Space Program.

City of Sand Springs, Oklahoma

Hazard Communication Program

Title: 45 Oklahoma Statutes: 380

380:45-1-1: The City of Sand Springs is committed to the ongoing identification of all physical and chemical hazards in the workplace. The City of Sand Springs will strive to provide this information to all employees and insure they are properly trained in the specific hazard they may encounter.

The City of Sand Springs considers no phase of its operation or administration more important than safety and health. We will provide and maintain safe and healthful working conditions, and we will establish and insist on safe work methods and practices at all times.

Safety and health protection shall be an integral part of all operations, including planning, procurement, development, production, administration, sales and transportation. Accidents and health hazard exposures have no place in the City of Sand Springs

The City of Sand Springs will work consistently to maintain safe and healthful working conditions; to adhere to proper operating practices and procedures designed to prevent injury and illness; and, to comply with federal, state, local, consensus standards and city safety and health regulations.

Each level of management will reflect an interest in City safety and health objectives and are required to set a good example by always observing the rules as a part of the normal work routine. Management interest must be vocal, visible and continuous, from top management to departmental supervisors.

All employees shall follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by the City of Sand Springs.

We urge all employees to make our safety and health program an integral part of their daily operations. Then, the total elimination of accidents and injuries will become not just an objective by a way of life.

Definitions

380:45-1-2 For the purpose of this policy, the terms defined hereunder shall have the following meanings therein respectively ascribed to them. Where terms are not defined, the ordinarily accepted meanings within the proper context shall apply.

Aggregate amount means any combination of hazardous material(s) as defined by this Chapter:

Asbestos containing material means any material that has been determined by a competent laboratory facility to contain more than one percent (1%) asbestos by weight.

CAS Number means the unique identification number assigned by the Chemical Abstract Service to chemicals.

Chemical name means the scientific designation of a substance in accordance with the Nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstract Service (CAS) rules of nomenclature or an alternate name found in the National Institute of Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) or a prescription generic drug name.

Common name means any designation or identification, such as trade name or number, code name or number, brand name, or generic name used to identify a substance other than by its chemical name.

Container means any barrel, bottle, box, can, cylinder, drum, pipe or piping system, storage tank, reaction vessel, or the like that contains a hazardous material.

Employee means a person permitted to work by an employer in employment.

Employee representative means any individual or organization authorized by an employee to exercise such employee's rights under these regulations.

Employer means any entity of the state and its political subdivisions, which has in its employ one or more individuals performing services for it in employment.

Facility means all buildings and other stationary items located on contiguous property under common ownership or control.

Fire department means any duly constituted fire department operating under the authority of Title 11 article XXIX fire departments or Title 19 Chapter 21 fire protection districts or Title 18 corporations. Industrial fire brigades are excluded from this definition.

Hazardous substance means any substance which is a physical hazard or a health hazard.

Health hazard means any chemical, or biological substance or agent which is listed in the U.S. Occupational Safety and Health Administration's list of Toxic and Hazardous Substances, 29 CFR Part 2910, Subpart "Z"; any other substance including but not limited to chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sanitizers, hepatopoietic systemic; agents which damage the lungs, skin, eyes or mucous membranes; any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material; or such substances deemed by the Commissioner, based on documented scientific evidence, that pose a threat to the safety and health of an employees .

Mixture means a combination of two or more hazardous substances if the combination does not occur in nature and is not, in whole or part, the result of a chemical reaction.

Physical hazard means any chemical which is a compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive) or water-reactive, or which is contained in the U.S. Occupational Safety and Health Administration's list of Hazardous Materials, 29 CFR Part 1910 Subpart "H"; any substance for or which a material safety data sheet has been provided by the manufacturer as a hazardous material; or such substances deemed by the Commissioner, based on documented scientific evidence, that pose a threat to the safety and health of an employee.

Proprietor means the owner, manager, or other person or organization which has control over any location where hazardous substances are present, and which is subject to the jurisdiction of employers subject to the provisions of this Chapter.

Service contractor means any person, company, or corporation that provides a service to the employer with or without a written agreement.

Significant amount means any amount of hazardous material(s) meeting the criteria in 380:45-5-5(d).

Trade secret means any formula, plan, pattern, process, production data, information, or compilation of information, which is not patented, which is known only to a manufacturer and certain other individuals, and which is used in the fabrication and production of an article of trade or service, and which gives the manufacturer possessing it a competitive advantage over businesses who do not possess it, or the secrecy of which is certified by an appropriate official of the federal government as necessary for national defense purposes. The chemical name and Chemical Abstract Service number of a substance shall be considered a trade secret only if the manufacturer can establish that the substance is unknown to competitors. In determining whether a trade secret is valid pursuant to these regulations, the Commissioner shall consider material provided by the manufacturer concerning the following:

- The extent to which the information for which the trade secret claim is made is known outside the manufacturer's business;
- The extent to which the information is known by others involved in the manufacturer's business;
- The extent of measures taken by the manufacturer to guard the secrecy of the information;
- The value of the information to the manufacturer or the manufacturer's competition;
- The amount of effort or money expanded by the manufacturer in developing the information;
- The ease or difficulty with which the information could be disclosed by analytical techniques, laboratory procedures, or other means.

"Wet floor" means a floor which is used on an occasional to routine basis to collect, contain, maintain or transmit standing liquids.

"Work area" means any room or defined space, whether within or outside of a building or other structure, where hazardous substances are present, produced, used or where exposure could occur.

"**Workplace"** means any location away from home, permanent or temporary, where any employee performs any work-related activity in the course of his/her employment.

Exclusions
380:45-1-5 (a) These regulations do not apply to any substances which are foods, drugs, cosmetics or tobacco products intended for personal consumption by employees while in the workplace. Additionally, these regulations do not apply to any consumer products and food stuffs packaged for distribution to and intended for use by the general public.

EMPLOYER RESPONSIBILITIES
380:45-3-1 Chemical information lists

- The City of Sand Springs has developed and maintained a Chemical Information Lists (CIL) containing the common and trade names of all hazardous substances present in the workplace. Such annual CILs shall be maintained in alphabetical order and cross-referenced to their chemical names.
- A CIL shall be maintained on each employee indicating the type of chemical exposures received throughout their employment in the workplace and this information shall:
  - Be stored for not less than 40 years; or
  - Be provided to employees on a regular periodic basis, or upon termination in a form that includes the following statement, "You should preserve this report for future reference."
- Whenever an employer discovers that an employee has received a potentially hazardous exposure to any substance or agent covered under this policy, the City shall immediately notify the employee of the exposure and take such steps as may be necessary to provide medical evaluation, monitoring, or treatment.

Material safety data sheets 380:45-3-2

- The City of Sand Springs has a material safety data sheet (MSDS) for each hazardous substance which is identified on the CIL.
- Each MSDS shall reflect the information contained in the sources consulted by the manufacturer in his/her hazard determination and shall contain at least the required information specified by 29 CFR 1915.97(B).
- Provision of a U.S. OSHA Form 20 MSDS or equivalent shall constitute prima facie proof of compliance with 380:45-3-2(b).
- If the City of Sand Springs becomes aware of any information which is significant regarding the health hazard of a substance, and which does not appear on the MSDS, this shall be added to the MSDS within a reasonable period of time, but not to exceed thirty days. Where trade secrets are involved, the manufacturer shall be informed in writing of the discovery and a copy shall be forwarded to the Oklahoma Department of Labor for follow-up.

CIL and MSDS review

380:45-3-4 The chemical and common names of all hazardous substances introduced into the workplace subsequent to the original listing shall be appended to the CIL when introduced into the workplace, but not to exceed a thirty-day period with the original listing and appendage being revised and re-alphabetize annually. The City of Sand Springs shall review their CILs and MSDSs, and shall update, revise and re-alphabetize as needed but not less than annually.

Labeling 380:45-3-6

- Labels on containers shall be applied to each container when provided to the City from the manufacturer or distributor. Containers used by service contractors shall likewise be labeled prior to use of the hazardous substance in the City's workplace.
- The City shall take any action necessary to ensure that every container in the work area containing a hazardous substance shall bear a label indicating the chemical name and CAS number for the substance.
- If the label contains a mixture, the City shall ensure that the label identifies the chemical names and CAS numbers of the five most predominant substances contained in the mixture. The provisions of this section shall not apply to any substance constituting less than one percent (1%) of a mixture unless the substance is present at the workplace in an aggregate amount of five hundred (500) pounds or more.
- The City shall be required to label pipelines only at the valve or valves located at the point at which a substance enters the workplace's pipeline system, and at normally operated valves, outlets, vents, drains and sample connections designed to allow the release of a substance from the pipeline.
- The provisions of this section shall not apply to any substances labeled pursuant to the Federal Insecticide, Fungicide and Rodenticide Act, 61 Stat. 163 (7 USC Section 121 et al.). The Commissioner may certify containers labeled pursuant to any other federal and/or state act as labeled in compliance with the provisions of this section.
- The City shall not be required to label portable containers into which hazardous substances are transferred from labeled containers, and which are intended only for the immediate use by the employee who performs the transfer.

Training and education program 380:45-3-7

a. The City of Sand Springs shall have an employee training and education program designed to communicate information to each employee about the hazardous substances to which they are exposed. Additionally, the program shall include the established mechanism for employees to obtain and use the appropriate CILs and MSDSs.

b. This training and education shall be provided within the first thirty days of employment and/or transfer and at least annually and shall include but not be limited to the nature of the hazards, appropriate work practices, protective measures and emergency procedures. Such information shall not be inconsistent with that contained in the MSDSs, which shall be used as a basis for the training and education program.

c. The City shall provide additional instruction whenever the employee may be routinely exposed to additional hazardous substances or substances which require special precautions, or whenever the employee's potential for exposure is increased due to changes in work practices or through the introduction of new toxic and hazardous substances or equipment.

The City may require that service contractors whose work or materials pose a health hazard to the employer's employees shall be responsible for the provisions of **(a) through (c)** of this paragraph.

FIRE SAFETY PLACARDING 380:45-5-5

- The City of Sand Springs shall post signs which shall comply with this Chapter. The City need not comply with the sign posting requirements of 380:45-5-3 (a) (2) if the building, structure, or

location within the building or structure does not contain a significant amount of the hazardous chemical as defined in 380:45-5. The National Fire Protection Association's standard system for identifying fire hazards of chemicals based on NFPA Standard 704-1985 Edition is adopted by reference.

- **Size.** The signs shall be at least seven and one-half (7 1/2) inches on each side. The sign shall have four spaces, each at least three and three-fourths (3 3/4) inches on a side. Numbers and symbols within each of the four spaces shall be at least three (3) inches in height.
- **Location**: If a building or structure has a floor space of five thousand (5,000) square feet or less, the City shall post signs on the outside of the building or structure identifying the type of each hazardous chemical contained in the building or structure. If the building has more than five thousand (5,000) square feet, in addition to the signs posted outside, the City shall post a sign at the place within the building where each hazardous chemical is permanently stored to identify the type of hazardous chemical. If the hazardous chemical is moved within the building, the City shall also move the sign or post an additional sign at the location(s) where the hazardous chemical is moved. This subsection applies to significant amounts of a hazardous chemical as defined in 380:455-5(d).
- **Categories:** The signs shall identify hazards of a chemical in terms of three principle categories, namely; "health," "flammability," and "reactivity" (instability), and indicate the order of severity numerically by fire divisions ranging from four (4), indicating a severe hazard, to zero **(0**), indicating no special hazard. This information is to be presented by a spatial system of diagrams with "health" always being on the left, "flammability" at the top, and "reactivity" (instability) on the right. Supplementing the spacing arrangement, color backgrounds or numbers are used for three categories, with blue representing "health" hazard, red representing "flammability," and yellow representing "reactivity" (instability). The forth space, at the bottom, is used to indicate unusual reactivity or other special hazard warnings in black and white colors.

- **City variance applications**: The City may make application to the Commissioner for less stringent sign posting requirements.
  - The City shall make written application for a variance.
  - The City shall have the burden of proof to show that compliance imposes undue hardship on the proprietor and that the less stringent sign posting requirements as proposed by the proprietor offer substantially the same degree of notice and protection to emergency responders.
- **Agreement between the Proprietor and Fire Department**: In instances where the number of signs exceeds five, and where posting of a sign for each hazardous chemical would be ambiguous, repetitive, or where space is limited by the physical characteristics of the structure, the proprietor may enter into a written agreement with the fire chief of the local fire department which provides for the posting of signs for the most hazardous chemical in each principle category as set in 380:45-5-5(d) (2). The agreement is subject to the approval of the Commissioner of Labor pursuant to the procedure for a variance as specified in 380:45-5-5(b). If the variance is approved, the City shall post in the same location as the required posted signs, a sign stating: "Signs not posted for all hazardous chemicals." The signs shall be in block letters at least three (3) inches in height.

- **Significant amounts:** A chemical meeting any of the following criteria shall be considered a "significant amount" of hazardous chemicals:
  - Any amount of a hazardous chemical which is classified according to the U.S. Department of Transportation as:
    1. Class A explosive,
    2. Class B explosive,
    3. Class A poison,
    4. Class B poison,
    5. A flammable solid with a "dangerous when wet" warning, or

6. Any radioactive material requiring a special license from the Nuclear Regulatory Agency.

- The aggregate amount of hazardous chemical(s) stored, placed, or used at the workplace is greater than or equal to fifty-five (55) gallons of liquid or five hundred (500) pounds of non-liquid or eight hundred (800) cubic feet of pressurized gas where the numerical rating of the hazardous chemical based on the NFPA 704-1985 system results in a:
  1. Health rating of greater than or equal to two (2), or
  2. Flammability rating greater than or equal to two (2), or
  3. Reactivity rating of greater than or equal to one (1).

  If the hazardous chemical is a combination of the liquid and non-liquid states, the aggregate amount measurement shall be made considering the combined poundage.

- The requirements of this Chapter shall be superseded by other state or federal laws where those regulations are more restrictive.

- Recommended communications. It is recommended that the fire department and City meet to collaborate on the types and amounts of hazardous chemicals as well as any unusual hazards which may be encountered by emergency response personnel.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

380:45-7-1: Employee protected

If any employee has requested information pursuant to 380:45-3-5, and has not received the information within the specified time period, the employee may then refuse to work with the substances or at the location for which the request was made. The City may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right under this provision. The City may not request or require any employee to waive any rights under these regulations and in any event if such waivers are executed they shall be null, void and unenforceable.

380:45-7-2: Disciplinary actions

Employees working in areas where exposure(s) to hazardous substance(s) exist shall be
required to perform their jobs in accordance with precautions communicated to them during training and education programs. The City may take appropriate disciplinary action when an employee does not comply with the precautionary measures this Chapter mandates.

380:45-7-3: Hazardous exposure

An employee, upon receiving a potentially hazardous exposure to any substance or agent covered under this Chapter, shall immediately notify their immediate supervisor of such exposure.

ASBESTOS NOTICE AND LABELING

380:45-15-1: Labeling

Pipes, boilers, storage vessels, structural members or equipment with insulating material that might be removed, penetrated, damaged or otherwise disturbed by repair, remodeling; renovation, maintenance or other activity, shall be labeled with cautionary labels. Such caution labels shall be printed in letters of sufficient size and contrast as to be readily visible and legible. Each room or area where the conditions requiring such labels exist shall have a minimum of one such label, and such additional labels as may be necessary to insure ready visibility and legibility.

Such equipment with asbestos containing material shall bear the following label:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

380:45-15-2: Asbestos notice

For facilities where asbestos containing material used is used as an acoustical material on ceilings or walls, employers or their representatives having administrative jurisdiction over such facilities shall insure that the following notice is posted informing employees of the presence of asbestos in the workplace:

NOTICE TO EMPLOYEE

This facility has been inspected for the presence of asbestos containing material.
Asbestos containing material is present in this facility.
Asbestos containing material may cause health problems.

SAFETY PROGRAMS

380:45-21-1: Definitions

The following words and terms, when used in this subchapter, shall have the following meaning unless the context clearly indicates otherwise.

Announced inspection, means any inspection for the purpose of determining Compliance with 40 O.S. 403E conducted an the first working day of any calendar quarter or any inspection for which 48 hours notice is given to the employers. Announced inspections will be conducted only for the purpose of determining compliance with 40 O.S. 403E.

Employee means a person permitted to work by an employer in employment.

Employer means the state and all its political subdivisions which have in its employ one or more individuals performing services for it in employment.

Safety class means instruction in safety and/or health and includes, but not limited to: videos, audio tapes, books, brochures, handouts, slides, classroom instruction or lectures including in-service training or "tailgate sessions".

Safety Program Administrator means an employee who has been designated by an employer to coordinate all safety programs of the employer.

Safety program means those employer activities that:

- Implement management commitment to worker safety and health generally.
- Implement procedures for identifying and controlling workplace hazards.
- Develop and communicate safety plans, rules and work procedures.
- Conduct or provide for training for supervisors and employees in safe and healthful work practice.

Type or class of employee'' means the occupation, activity, standard industry designation or other characteristic of employees that has a bearing on the nature or extent of workplace hazards to which they are exposed.

380:45-21-2: Designation and duties of Safety Program Administrator

- The Safety Program Administrator may be designated by letter, memorandum, job description or other notice.
- Duties of the Safety Program Administrator must include responsibility for the four key elements of a safety program described in the definition of Safety Program in 380:45-21-1.
- The City may designate more than one employee to fulfill safety coordinator functions and may task such coordinators at their discretion provided that all employees are served with all the safety program elements described in the definition of safety program, and that a single safety coordinator has responsibility for all programs.

380:45-21-4: Safety classes

- The City of Sand Springs shall conduct training pursuant to a safety and health program in which the City at a minimum:
- Appoints a coordinator: pursuant to 40 O.S. 403 (E) meeting the requirements of OAC 380:45-21-2.
- Has in place a safety program that:
  1. Is appropriate to the City of Sand Springs and nature of hazards encountered by the employees:
  2. Have In affect the core elements of a safety and health program described in OAC 330:45-21-1 "Safety Programs".
- Provides a schedule of training to employees that:
  1. Provides training to each type or class of employee no less than quarterly.
  2. The class time and content, of which is based on the nature and seriousness of the hazards associated with the employers workplace.
- Maintains documentation including:
  1. Responsibilities and authority of coordinator.
  2. Written safety program encompassing the elements described in OAC 380:45-21-
  3. Training contents and attendance.
- Training will be considered to be adequate to meet the requirements of 40 O.S. 403(E) if:
  The employer maintains a low injury and/or illness rate as demonstrated by substantive records (such as OK-200 log - Workers Compensation experience modification, etc.) and/or
- The employer is achieving reductions in the rate of injuries and illnesses.

380:45-22-5: Enforcement by DOL

- Employers having not the conditions in Section 380:45-21-4 above will be considered in compliance with 40 O.S. 403(E).
- Shortcomings in safety and health programs or training identified during DOL inspections:
- Will be reported to the employer in a standard written report and;
- Abatement dates for such hazards or shortcomings will be established in consultation with employer representatives and;
- If employer agrees to and completes timely abatement no enforcement action will be taken.
- Extensions to abatement dates may be granted by the Commissioner or his designee if:
- The employer demonstrates having made a good faith effort to correct the hazard on program shortcomings within the specified time frame and;
- Shows the correction has not been made because of factors beyond the employers control and;
- Is taking effective interim, steps to safeguard employees pending correction.
- Employers refusing to comply with abatement dates will be provided the opportunity for a due-process bearing under the Administrative Procedures Act pursuant to 40 O.S. 410(F).

City of Sand Springs, Oklahoma

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

29 CFR 1910.1030

August 2009

EXPOSURE CONTROL PLAN

The City of Sand Springs Safety and Health Bloodborne pathogen plan was designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), TB, and other bloodborne pathogens.

The rule making process for the standard began in 1987. During the process, the Occupational Safety and Health Administration (OSHA) determined that employees face a significant health risk from occupational exposure to blood and other potentially infectious materials, considering that these materials may contain bloodborne pathogens, including HBV which causes Hepatitis B, a serious liver disease, and HIV, which causes Acquired Immunodeficiency Syndrome (AIDS).

In an effort to eliminate or minimize exposure, the bloodborne pathogens standard requires employers to implement a combination of engineering and work practice controls, personal protective clothing and equipment, informational training, Hepatitis B vaccination, post exposure evaluation and follow-up, sign and label programs, and other provisions for employees who may be reasonably anticipated to come into contact with blood or other potentially infectious materials during the performance of their job duties.

Listed below are the main components of the final state standard:

- Scope
- Definitions
- Exposure determination
- Exposure control plan
- Universal precautions
- Engineering controls
- Work practices
- Personal protective clothing and equipment
- Housekeeping
- Regulated waste disposal
- Laundry
- HIV and HBV Research Laboratories and Production Facilities
- Vaccination and post exposure follow-up
- Communication of hazards to employees
- Record keeping
- Information and training

OSHA has identified occupational settings where individuals are reasonably anticipated to come into contact with blood or other potentially infectious materials during the performance of their duties. These include in part, health care facilities, health clinics, research labs, linen services, law enforcement, fire and rescue, schools, lifesaving, and regulated biological waste removal services.

Many departments in the City of Sand Springs employ people in positions where they may be reasonably anticipated to come into contact with blood or other potentially infectious materials during the performance of their duties. Therefore, the City of Sand Springs is required to comply with the OSHA bloodborne pathogens standard.

Individual departments and units of the City of Sand Springs will be responsible for ensuring that the provisions of the City's exposure control plan and the mandates of the OSHA standard are carried out.

Departments and units which have been identified as having employees with occupational exposure include, but are not necessarily limited to:

- Fire Department
- EMS
- Police Department
- Animal Control
- Public Works – Solid Waste
- Public Works – Sewer
- Park and Recreation
- Golf Course

EXPOSURE CONTROL

Employees incur risk each time they are exposed to blood or other potentially infectious materials. Any exposure incident may result in infection and subsequent illness; therefore they must be prevented whenever possible. The goal of the bloodborne pathogen standard is to reduce the significant risk of infection by:

- Eliminating or limiting occupational exposure to blood and other potentially infectious materials
- Providing the hepatitis B vaccine
- Providing post exposure medical evaluation and follow-up

All City employees who hold positions determined to have occupational exposure are entitled to the protection afforded by the standard.

EXPOSURE CONTROL PLAN

The Exposure Control Plan is the key provision of the bloodborne pathogen standard. The Plan identifies individuals who will receive training, protective clothing and equipment, vaccination, and other provisions of the standard.

Based on the requirements established by the standard, the City of Sand Springs Exposure Control Plan has been developed and designed to eliminate or limit City employee occupational exposure to bloodborne pathogens during the performance of their duties, and to comply with the OSHA Occupational Exposure to Bloodborne Infectious Diseases Standard.

The following elements are contained in the City of Sand Springs's plan:

- Exposure determination
- Schedule and methods of implementation for:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - housekeeping
- Hepatitis B vaccination, post-exposure evaluation and follow-up
- Communication of hazards to employees
- Summary of the training program
- Record keeping

The plan will be reviewed and updated annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

Each department where there is a potential for occupational exposure will have a copy of the plan that is specific to their department. The Exposure Control Plan will also be provided upon request to all City employees, employee representatives, and regulatory authorities, through the Office of the Safety Program Administrator.

Each department where there is a potential for occupational exposure will have to develop and implement task-specific standard operating procedures (SOPs) that address all of the following areas:

- Employee recognition of reasonably anticipated exposure to blood and other potentially infectious material
- Appropriate selection, use, maintenance, and disposal of Personal Protective Equipment (PPE)
- Contingency plans for foreseeable circumstances that prevent following the recommended SOPs

EXPOSURE DETERMINATION

A review of all employee positions at the City have been conducted to determine which employees have occupational exposure to blood or other potentially infectious materials during the performance of their duties. Job classifications were divided into two categories:

Category A: Consists of occupations that involve exposure or reasonably anticipated exposure to blood or other potentially infectious materials.
Category B: Consists of occupations that do not require tasks that involve exposure to blood or other potentially infectious materials on a routine or no routine basis as a condition of employment.

Category A Job Classifications:

- Police Officers
- Communication / Jailers
- Police Department Housekeeping
- Animal Control
- Fire Department
- Emergency Medical Services
- Fire Department Housekeeping
- Public Works – Solid Waste department
- Public Works – Sewer department
- Public Works – Street department
- Public Works – Water department
- Park and Recreation –
- Janitors

Category B Job Classifications:

- Building Inspector / Code Enforcement
- Administrative Personnel
- Museum personnel
- Golf Course

Because of the large volume and variety of tasks related to occupational exposure in the above classifications, providing documentation for each within this plan is difficult. To make this documentation

more precise and efficient, the Personnel Department will keep a job description on file for each of the above classifications with the tasks which may involve exposure listed for each classification. The file will be accessible for viewing and copying for employees, employee representatives, and regulatory authorities in the Personnel Department office Monday through Friday from 8:00 am to 5:00 pm.

METHODS OF COMPLIANCE

UNIVERSAL PRECAUTIONS

Universal precautions will be observed by all City employees to prevent contact with blood and other potentially infectious materials, which are defined by OSHA as:

- The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
- HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

The underlying concept of universal precautions is that all blood and certain body fluids are considered to be infectious for bloodborne pathogens. Employees must treat all blood and potentially infectious materials as though they are known to be infected. This can be accomplished through a variety of measures including, but not necessarily limited to:

- Engineering controls
- Work practice controls
- Personal protective equipment
- Housekeeping

The only exception to the use of universal precautions is in unexpected, extraordinary circumstances involving the provision of health care or public safety services. An example of this would be a medical emergency where an employee is unable to put on gloves, don a gown, or tie on a face mask immediately. This does not mean that an employee can decide not to use personal protective equipment because he/she considers it impractical. It is only an option in rare situations where the employee decides that such equipment will prevent the proper delivery of health care or public safety services, or it will create a greater hazard to their personal safety if such equipment is used.

ENGINEERING AND WORK PRACTICE CONTROLS

Engineering and work practice controls are the primary means of reducing employee exposure in the workplace, by either removing the hazard or isolating the worker from exposure. Engineering controls eliminate or reduce employee exposure by acting on the source of the hazard, and not relying on the employee to take self protective action. These controls may include process or equipment redesign, (e.g. use of self-sheathing needles), process or equipment enclosure, (e.g. biosafety cabinets) and employee isolation.

Work practice controls reduce the likelihood of exposure by altering the manner in which a task is performed. The protection they provide is based more upon the behavior of the employer and employee. Engineering and work practice controls should be used together to ensure the maximum protection for employees.

Where the risk of occupational exposure still remains after the implementation of engineering and work place controls, Universal departments must provide and assure that employees use personal protective equipment to further protect themselves.

Listed are engineering and work practice controls in place at all City facilities where there is a potential for bloodborne pathogen exposure:

Hand Washing Facilities

In all facilities where employees are reasonably anticipated to come into contact with blood or other potentially infectious materials, hand washing facilities should be readily accessible. Where hand washing facilities are not feasible, departments will provide other means (antiseptic hand cleanser with clean cloth/paper towels or antiseptic towelettes) by which employees can wash their hands. When these other methods are used, employees will be instructed to wash their hands as soon as feasible with soap and warm running water.

Employees are required to wash their hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following exposure of those body areas to blood or other potentially infectious materials. Employees are also required to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Contaminated Sharps

Contaminated needles and other contaminated sharps will not be bent, recapped, or removed unless it can be demonstrated by the department that no alternative is feasible or that such action is required by a specific medical or dental procedure. Under these circumstances, recapping or needle removal shall be accomplished through the use of a mechanical device or one-handed technique.

Immediately or as soon as feasible after use, contaminated sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

- Puncture resistant
- Appropriately labeled or color-coded
- Leak proof on the sides and bottom
- Not handled in a manner that requires employees to reach by hand into the sharps containers

Other Procedures

Eating, smoking, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure. Food and drink will not be stored in refrigerators, freezers, shelves, cabinets, or on cabinet tops or bench tops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in a manner to minimize splashing, spraying, spattering, and generation of aerosols of these substances. Mouth pipetting/suctioning of blood or other potentially infectious materials is strictly prohibited.

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping. The container for storage, transport, or shipping shall be labeled or appropriately color-coded and closed prior to being stored, transported or shipped. When universal precautions are utilized in the handling of specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing

specimens. This exception only applies while such specimens/containers remain within the facility. Appropriate labeling/color-coding is required when such specimens/containers leave the facility.

If the outside of the container becomes contaminated, the primary container will be placed inside a second container which prevents leakage during handling, processing, storage, transport, or shipping and will be appropriately labeled or color-coded . If the specimen could puncture the primary container, it will be placed inside a secondary container that is also puncture-resistant.

Equipment which may become contaminated with blood or other potentially infectious materials will be examined prior to servicing or shipping and will be decontaminated, unless it can be demonstrated that decontamination of the equipment or portions of the equipment is not feasible. This equipment will be appropriately labeled in a readily observable area stating what area on the equipment is still contaminated. The department is responsible for ensuring that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer as appropriate, before handling, servicing, or shipping, so that appropriate precautions will be taken.

PERSONAL PROTECTIVE EQUIPMENT

Where there is occupational exposure, each department will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields, masks or other ventilation devices. Personal protective equipment should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time in which the protective equipment will be used.

The department will ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the work site or is issued to employees. If an employee is allergic to the gloves provided, hypoallergenic gloves, glove liners, powder less gloves, or other alternatives will be provided at no cost to the employee.

The department will ensure that the employee uses appropriate personal protective equipment unless it can be demonstrated that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's judgment that its use would have prevented delivery of health care or public safety services or it would have posed an increased hazard to the safety of the worker or a co-worker.

Departments will repair or replace personal protective equipment whenever necessary, at no cost to the employee. Departments will also clean, launder, and dispose of personal protective equipment at no cost to the employee.

Personal protective equipment will be removed prior to leaving the work area. If a piece of protective clothing is penetrated by blood or other potentially infectious materials, it will be removed immediately or as soon as feasible. As soon as personal protective clothing or equipment is removed, it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Masks and eye protection devices such as goggles or glasses with solid side shields, or chin-length face shields, will be worn whenever splashes, spray or aerosols of blood or other potentially infectious materials may be generated and there is a potential for mucous membranes (eyes, nose, mouth) to be exposed to the material.

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn in areas where there is a potential for occupational exposure. The type of clothing selected will depend upon the tasks being carried out and the degree of exposure anticipated.

In situations where gross contamination can be reasonably anticipated, surgical caps or hoods and shoe covers or boots will be worn.

Gloves

Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as an effective barrier is compromised. Disposable gloves will not be washed or decontaminated for reuse. Heavier utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. If the gloves are cracked, torn, punctured or deteriorated and can no longer function as an effective barrier, they must be discarded.

HOUSEKEEPING

Departments shall ensure that worksites are maintained in a clean and sanitary condition. Each department will determine and implement an appropriate written schedule for cleaning and a method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All equipment, environmental surfaces, and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated work surfaces will be decontaminated with an appropriate disinfectant, such as a 1:10 solution of sodium hypochlorite or an approved germicidal cleaner, after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if they have become contaminated since the last cleaning.

Protective coverings (e.g. plastic wrap, aluminum foil, or imperviously-backed absorbent paper), used to cover equipment and environmental surfaces, will be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they have become contaminated during the shift.

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Broken glassware which may be contaminated will not be picked up directly with the hands. The spill and/or debris will be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

REGULATED WASTE

Regulated waste will be placed in containers which are:

- Closable
- Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping

- Appropriately labeled or color-coded
- Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping

If outside contamination of the regulated waste container occurs, it will be placed in a second container which meets the same requirements listed above for the primary container.

The collection and disposal of regulated waste will be supervised and overseen by EMS personnel.

Disposal of regulated waste will be in accordance with applicable federal, state, and local regulations.

Contaminated sharps will be discarded immediately or as soon as feasible in containers that are:

- Closable
- Puncture resistant
- Leak proof on sides and bottom
- Appropriately labeled or color-coded

During use, sharps containers will be:

- Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g. laundries)
- Maintained in an upright position throughout use
- Replaced routinely and not be allowed to overfill

When moving containers of contaminated sharps from the area of use, the containers will be:

- Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping
- Placed in a secondary container if leakage is possible. The second container will be:
  - Closable
  - Constructed to contain all contents and prevent leakage during handling, storage, transport or shipping
  - Appropriately labeled or color-coded

Reusable containers will not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of puncture or needle stick injuries.

LAUNDRY

Contaminated laundry will be handled as little as possible, with a minimum of agitation. It will be bagged or put into containers at the location where it was used if possible. Contaminated laundry will not be sorted or rinsed at the location where it was used. It will be placed in bags or containers appropriately labeled or color-coded. When a department utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient, if it permits all employees to recognize the containers as requiring compliance with universal precautions.

Whenever contaminated laundry is wet and may be reasonably expected to soak or leak through a normal container, the laundry will be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

The department will provide employees who may have contact with contaminated laundry with the appropriate personal protective equipment including gloves and protective clothing.

When a department ships contaminated laundry off-site to a second facility which does not utilize universal precautions in the handling of all laundry, the department generating the contaminated laundry will place such laundry in bags or container which are appropriately labeled or color-coded.

The department shall ensure that all contaminated laundry is cleaned and laundered in such a way that any bloodborne pathogens present are inactivated or destroyed.

HEPATITIS B VACCINATION

The City of Sand Springs will make the hepatitis B Vaccination Program available to all employees who have occupational exposure. The hepatitis B vaccine will be:

- Made available at no cost to the employee
- Made available at a reasonable time and place
- Performed by or under the supervision of a licensed health care professional or licensed physician
- Provided according to recommendations of the U.S. Public Health Service current at the time the vaccination takes place
- Recorded and filed in the employee's medical record and personnel file.

Within 10 working days of initial assignment and after the employee has received training, the department shall make all of the following available to each category A employee:

- A hepatitis B vaccination series. If an employee initially declines vaccination, but at a later date, while still covered under these rules, decides to accept the HBV vaccine, the employer shall provide the vaccine at that time. If a booster dose or doses are recommended by the United States Public Health Service at a future date, the booster dose or doses shall be made available.
- HBV antibody testing for employees who desire such testing before deciding whether or not to receive HBV vaccination. If an employee has previously received the complete HBV vaccination series, is found to be immune to HBV by virtue of adequate antibody titer, or the vaccine is contraindicated for medical reasons, then the employer is not required to offer the HBV vaccine to that employee.
- The department will **not** make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- The department will require employees who decline to accept hepatitis B vaccination offered by the department to sign the statement declining hepatitis B. vaccination.. The original signed statement will be maintained in the employee's permanent personnel file and copies will be kept by the department. The employee will also be provided with a copy of the declination statement.

HEPATITIS B VACCINATION PROGRAM

There are safe and effective vaccines against hepatitis B. Three injections are required for full protection. The second injection is given one month after the first, and the third is given five months later. **Remember, this vaccination only provides protection against hepatitis B virus.**
In over 90% of individuals who complete the vaccination series, long term protection against hepatitis B is provided for at least 10 years.

Where do I get vaccinated?
See your Department Head for Current List of Doctors who can provide Hepatitis B Vaccination

Who pays for the vaccination?
The City of Sand Springs pays for vaccination for employees whose job involves a risk of exposure to human blood, body fluids, tissue, etc. Employees who wish to be vaccinated must also attend training on the OSHA Bloodborne Pathogen Standard within your department.

What if I don't want to be vaccinated?
Vaccination is a personal choice, but if you decide not to be vaccinated at this time, you must sign a declination form. You may change your mind about this at any time if your job continues to involve a risk of exposure. If you change your mind and decide to be vaccinated, the declination form will be discarded.
Sample declination form is on next page (50).
If you'd like more information on training in the OSHA Bloodborne Pathogen Standard and the HBV vaccination program, contact Safety Program Administrator or your Department Head.

This document is a sample of the Hepatitis B Vaccination Declination Form.

CITY OF SAND SPRINGS
OFFICE Safety Program Administrator
Hepatitis B Vaccine Declination

29 CFR 1910.1030 Occupational Exposures to Bloodborne Pathogens

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no cost to myself; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no cost to me.

Signature_____
_____

Name (PRINT)
_____

Department_____
_____

Social Security #_____

Date_____

Original should be placed in:

Employee's personnel file

Copies of this form must be distributed to:

Employee

Employee's department

Personnel Department

COMMUNICATION OF HAZARDS TO EMPLOYEES

Title: 380 Oklahoma Statutes: 45

LABELS AND SIGNS

Warning labels will be affixed to containers and bags of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials; and other containers used to store, transport or ship blood or other potentially infectious materials.

Contaminated equipment scheduled for maintenance or repair will be labeled in accordance with the provisions in this section and the label will also state which portions of the equipment remain contaminated.

Labels will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

The label will be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color. Warning labels will include the following legend:



Exemptions to the labeling requirement:

- Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use do not need to be labeled in accordance with the provisions outlined in this section.
- Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal do not need to be labeled in accordance with the provisions outlined in this section.
- Regulated waste that has been decontaminated does not need to be labeled.

Departments are responsible for providing their own labels, signs, bags or containers.

EMS is available to provide technical assistance in the purchasing of these materials.

INFORMATION AND TRAINING

Information and training will be provided for all City of Sand Springs employees with occupational exposure to blood or other potentially infectious materials. This will be provided at no cost to the employees at a convenient time during their working hours.

Training will be provided at the time of initial assignment to tasks where occupational exposure exists, and at least annually thereafter.

Category A employees will receive training annually, and additional training when changes or modifications of tasks or procedures occur, or when new tasks or procedures affect the employee's occupational exposure. Additional training will only address the new exposure created.

Informational material and training sessions will be appropriate in content and vocabulary to educational level, literacy and language of employees participating in the program.

Training will be conducted by individuals knowledgeable in the subject matter covered in the training program as it relates to the specific workplace being addressed. Training of City employees will fall under the responsibility of EMS.

The training program will contain the following elements:

- An accessible copy of the regulatory text and an explanation of its contents, including appendices.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens.
- An explanation of City of Sand Springs Exposure Control Plan and the means by which an employee can obtain a written copy of the plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- Information on the types, proper use, limitations, location, removal, handling, decontamination, and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including information on its availability, efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the City is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding required by the standard.
- An opportunity for interactive questions and answers with the person conducting the training session.
- An opportunity for supervised practice with PPE and other protective equipment.

CITY OF SAND SPRINGS

Confined Space Entry Program
29 CFR 1910.146

August 2009

CITY OF SAND SPRINGS
Confined Space Entry Program
29 CFR 1910.146

I. Introduction

The purpose of this program is to ensure the protection of all City of Sand Springs employees from the hazards associated with confined space entry. This document contains requirements for practices and procedures to protect employees from those hazards of entry into and work within permit required confined spaces. This is the official policy of the City of Sand Springs.

It shall be the policy of the City of Sand Springs to reduce the need for confined space entry. It shall also be the policy of the City of Sand Springs to eliminate whenever possible, all confined space hazards in order to reclassify permit-required confined spaces to non-permit required confined spaces. When confined space entry is necessary, all provisions of this document are to be followed.

II. Definition of a Confined Space:

A. Confined space means any space that:

a. .Is large enough and so configured that an employee can bodily enter and perform assigned work, and
b. Has limited or restricted means for entry or exit, and
c. Is not designed for continuous human occupancy.

Examples of confined spaces include but are not limited to storage tanks, process vessels, bins, silos, boilers, ventilation or exhaust ducts, sewers, pipe chassis, underground utility vaults, tunnels, pipelines, and manure pits.

A permit-required confined space means a confined space that has one or more of the following characteristics:

a. Contains or has the potential to contain a hazardous atmosphere.
b. Contains a material that has the potential for engulfing an entrant.
c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by floor, which slopes downward and tapers to a smaller cross-section.
d. Contains any other recognized serious safety or health hazard.

II contains the definitions for the City of Sand Springs Confined Space Program.

III. Responsibilities

A. City of Sand Springs: The City of Sand Springs shall provide the proper protective equipment when such equipment is necessary to protect the health and safety of the employee. The City of Sand Springs shall be responsible for the establishment of a confined space entry program in accordance with OSHA, Permit-Required Confined Spaces and 29 CFR 1910.146, Permit-Required Confined Spaces (Final Rule).

The Department of Public Works shall be responsible for the development, documentation, and administration of the Confined Space Entry Program. The Safety Program Administrator and Public Works shall: develop the written Confined Space Program and revise the program as necessary.

1. Provide guidance for the proper selection and use of appropriate air monitoring equipment, respiratory protection and personal protective equipment to meet the requirements of this program.
2. Assist each Department/Supervisor in identifying confined spaces encountered by his/her employees.
3. Provide guidance and training for the proper selection and use of appropriate safety and rescue equipment to meet the requirements of Confined Space Program.

C. Department/Supervisors shall be responsible for the following:

1. Identify and report job areas and locations that are or may be confined spaces. A list of confined spaces that are identified shall be submitted to the Public Works Department and Safety Program Administrator.
2. Classify confined spaces as "permit required" or "non-permit required".
3. Identify personnel who will enter confined spaces.
4. Identify the personnel under their supervision required to wear respirators.
5. Evaluate and measure respiratory hazards or advise personnel on routine measurement of respiratory hazards in confined spaces.
6. Provide detailed instruction and training on confined space hazards and entry procedures to those who may enter confined spaces.
7. Provide instruction to personnel on the proper use of equipment required for confined space entry.
8. Maintain equipment that is used to enter confined spaces.
9. Conduct work site inspections to review unit compliance with confined space entry procedures.
10. Maintain records of equipment maintenance and employee training.
11. Inform employees who may enter the permit confined space by posting danger signs or by training.
12. Issuance and cancellation of entry permits.
13. Establishment of a lockout/tagout program for their departments.
14. Identify and evaluate the hazards of permit spaces before employees enter them.
15. Conduct a pre-entry briefing to inform entrants of possible hazards that may be encountered in the confined space.
16. Identify the people who will enter the confined spaces.
17. Take the necessary measures to prevent entrance into prohibited permit spaces.

D. Employees who may enter confined spaces shall:

Comply with the confined space entry procedures contained herein and with those procedures stipulated by their supervisor.

Store, clean, maintain and guard against damage, equipment used for confined space entry and report any deficiencies or malfunction of equipment to a supervisor.

Understand emergency procedures in case of an accident in a confined space.

Under no circumstance enter a confined space that is suspect of having a irrespirable atmosphere, even to rescue a fellow employee, without proper confined space rescue training and equipment.

IV. Permit Required Confined Space Program

A. Classifications of Confined Spaces

Departments will identify and classify every confined space as a:

1. Permit-Required Confined Space, or
2. Non-Permit Required Confined Space – only if the confined space does not present a real potential hazard.

Program Elements for Permit-Required Confined Spaces

1. Preventing Unauthorized Entry

In order to prevent unauthorized entry into permit-required confined spaces, Departments must utilize one or more of the following mechanisms:

- Training all employees
- Providing information to visitors
- Posting warning signs
- Erecting barriers
- Installing locks or covers at entry points

Each department will document the implementation of these mechanisms and ensure that they remain in place.

2. Identifying Permit Space Hazards

Each Department will identify and evaluate the hazards of permit spaces before employees enter them.

The following hazards shall be identified prior to entry into a confined space:

- Atmospheric hazards
- Asphyxiating atmospheres
- Flammable atmospheres
- Toxic atmospheres
- Burn hazards
- Heat stress hazards
- Mechanical hazards
- Engulfment hazards
- Physical hazards (falls, debris, slipping)
- Electrocution
- Danger of unexpected movement of machinery
- Noise hazards

3. Developing Safe Entry Procedures

Departments will implement procedures and practices necessary for safe permit space entry operations. These include, but are not limited to:

- Acceptable entry conditions (see Appendix B, (Atmospheric Testing and Monitoring)
- Isolating the permit space
- Purging, inerting, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazards
- Pre-entry briefing. The lead worker will conduct a meeting of all employees who will enter the confined space. Employees will be informed of the hazards and safety conditions of the particular job.

Hazards shall be controlled by the following mechanisms:

- Lockout of energy sources, if possible and practical
- Cleaning and purging, if possible and practical
- Personal protective equipment appropriate for each job

The following precautions shall be followed when entering a confined space located along a roadway, parking lot or any areas where traffic flow may cause a potential hazard:

- Approach the area cautiously and activate flashers upon approach to the confined area to be entered.
- Park any vehicles in such a way that traffic will flow in the most unobstructed manner, and where possible, the vehicle should provide protection for the entry crew.
- Park the vehicle in such a manner that exhaust vapors are not drawn into the confined space.
- Before uncovering a manhole, place traffic safety cones around the manhole and vehicle, and use appropriate warning lights if available. Place cones to protect the crew and to channel traffic flow. The cones should be placed at sufficient distances and intervals to adequately warn oncoming traffic.
- In areas of high traffic volume or other sites warranting additional highly visible equipment, use illuminating traffic arrows, barricades, and signs.
- When placement of the vehicles creates a situation of having only one open lane of traffic in a congested area, use a flag person to direct traffic flow. When a flag person is necessary, an additional crew member is required to attend

the employee(s) in the confined space. Traffic safety vests and hard hats will be worn at all times when working on the street or easement surface in the field.

- In the case of openings or obstructions in the street or sidewalk being worked on or left unattended, effectively display danger signals such as warning signs, lights, cones and flags. Under these same conditions at night, prominently display warning lights. Enclose excavations and openings with suitable barricades.

1. Equipment use and maintenance

Equipment, including testing, ventilation, lighting, monitoring, communication and personal protective equipment necessary for the safe entry into a Permit Space shall be provided, maintained and properly used by each Department. See Appendix E, Basic Confined Space Entry and Rescue Equipment.

5. Testing for acceptable entry conditions

Permit space evaluation will include all testing conducted before an entry as well as all testing and monitoring activities to ensure that acceptable entry conditions are maintained throughout the entry. Atmospheric testing should be conducted in accordance with Appendix B of the City of Sand Springs Program.

6. Providing permit space attendants

Each Department will provide at least one attendant immediately outside the permit space to be entered for the duration of the entry operations.

7. Attendant emergency response

To facilitate non-entry rescue, approved retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

Retrieval systems shall meet the following requirements:

- Each authorized entrant shall use an approved chest or full body harness, with an approved retrieval line attached at the center of the entrant's back near shoulder level, or attached above the entrant's head.
- The other end of the retrieval line shall be attached to an approved mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.
- An approved mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

8. Training and duties of entry personnel

There are three specific members of a confined space entry team:

A. Authorized entrant(s)
B. Attendant(s)
C. Lead Worker

The duties of each member are specified in Appendix D.

The department shall request the Safety Program Administrator to provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training shall be provided to each affected employee:

B. Before the employee are first assigned duties.
C. Before there is a change in assigned duties.
D. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
E. Whenever the department has reason to believe either that there are deviations from the permit space entry procedures required by 29 CFR 1910.146 or that there are inadequacies in the employee's knowledge or use of these procedures.
F. Annually; refresher training.

The training shall establish employee proficiency in the duties required by 29 CFR 1910.146 and shall establish new or revised procedures, as necessary for compliance with this program.

The department shall certify that the training required by the previously mentioned paragraphs has been accomplished. The certification shall contain each employee's name and signature, the name and signatures of the trainer(s), the dates of training, and the topics covered.

Only trained attendants authorized entrants and personnel authorizing or in charge of entry shall work in and around a Permit Space.

9. Rescue and emergency services

The City of Sand Springs Fire Department is designated as the outside rescue team. The City of Sand Springs Fire Department will be made aware of the hazards they may confront when called on to perform rescues. They will be responsible to equip, train, and conduct themselves appropriately for confined space rescues. At least annually, the Public Works Department and the Sand Springs Fire Department will conduct a practice rescue drill.

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

Retrieval systems shall meet the following requirements: Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. The other end of the retrieval line shall be attached to an approved mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

10. Written permit system

A written permit system shall be utilized for entry into Permit Spaces.

Each canceled entry permit shall be retained for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

11. Coordinating entry operations

All outside contractors performing work in confined space entry permit areas shall be informed of any fire, explosion, health or other safety hazards associated with that particular confined space. This information shall be based on current or past history of the confined space and the nature of the contractor's work procedure in making such disclosure.

Each department shall inform contractors of the City of Sand Springs safety rules and emergency plans that may be applicable to the contractor's employees. Contractors and their employees must not be allowed to enter a confined space until the provisions of this program have been satisfied. When both the City of Sand Springs and contractor personnel are working in or near permit spaces, all entry operations must be coordinated by the work leader to avoid endangering any personnel.

At the conclusion of the entry operations, the contractor must be debriefed regarding the permit space program that was followed and concerning any hazards confronted or created in permit spaces during entry operations.

It is the responsibility of each contractor who is retained to perform permit space entry operations to obtain any available information regarding permit space hazards and entry operations from the City of Sand Springs Public Works Department. The City of Sand Springs must be informed of the permit space program that the contractor will follow and of any hazards confronted or created in permit space.

12. Concluding entry

The lead worker will determine when the entry operations have been completed. The permit space will be closed and the permit will be canceled. The lead worker will sign, with date and time, the closing of the confined space entry permit. Entry into the permit space will only be allowed after following all aspects of this program.

13. Program review and revision

Each department will review entry operations and revise the procedures to correct any and all deficiencies before subsequent entries are authorized. Any revisions will be reported to the Public Works Department in writing in order to revise the written program.

14. Annual compliance review

The Public Works Department will review the program annually in light of actual entry, work and exit experience to determine how the program can be improved.

V. Alternate Entry

Employees who enter a confined space need not comply with the procedures set forth in the program provided that:

1. It can be demonstrated that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
2. It can be demonstrated that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
3. Monitoring and inspection data are developed that support the previous conclusions.
4. If an initial entry of the permit space is necessary to obtain the data required, the entry is performed according to the procedures set forth in this document concerning the entry of a permit required confined space.
5. The determinations and supporting data required are documented and made available to each employee who enters the space.

VI. Reclassification to a Non-Permit Confined Space

If a permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed according to Appendix G, Confined Space Entry Procedures. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated. Note: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards.

Each department shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space. Follow the procedures outlined in Appendix E, Confined Space Entry Procedures for procedures to certify a space as non-permit.

If hazards arise within a permit space that has been declassified to a non-permit confined space under this section, each employee in the space shall exit the space immediately. The department shall then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions.

APPENDIX A. DEFINITIONS

Acceptable entry conditions: means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant: means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant: means an employee who is authorized by the employer to enter a permit required confined space.

Blanking or Blinding: means the absolute closure of a pipe, line or duct, by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined space: means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (for example, tanks vessels, silos, storage bins, hoppers, vaults, manholes, storm sewers, lift stations, and pits are spaces that may have limited means of entry.); and
3. Is not designed for continuous employee occupancy.

Double block and bleed: means the closure of a line, duct or pipe by closing and locking or tagging two inline valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency: means any occurrence (including any failure of hazard control or monitoring equipment) or event(s) internal or external to the confined space that could endanger entrants.

Engulfment: means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry: means the action by which a person passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit: means the written or printed document that is provided by the employer to allow and control entry into a permit space and contains the information specified in paragraph (f) of this section.

Entry permit system: means the employer's written procedures for preparing and issuing permits for entry and returning the permit space to service following termination of entry and designates by name or title the individuals who may authorize entry.

Entry supervisor: See "Lead Worker". The term "Lead Worker" is utilized by the City of Sand Springs wherever 29 CFR 1910.146 refers to the "entry supervisor"

Hazardous atmosphere: means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
2. Airborne combustible dust at a concentration that meets or exceeds its LFL.

Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, "Occupational Health and Environmental Control", or in Subpart Z, "Toxic and Hazardous Substances", of this part and which could result in employee exposure in excess of its dose or permissible exposure limit.

Note: **An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to it health effects is not covered by this provision.**

5. Any other atmospheric condition that is immediately dangerous to life or health.

Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit: means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH): means any condition which poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Note: Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12 - 72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Inerting: means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Note: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation: means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Lead Worker: means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section. The term "Lead Worker" is utilized by the City of Sand Springs wherever 29 CFR 1910.146 refers to the "entry supervisor.

"**Note**: A lead worker also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of lead worker may be passed from one individual to another during the course of an entry operation.

Line breaking: means the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive or toxic material, an inert gas, or any fluid at a volume, pressure or temperature capable of causing injury.

Non-permit confined space: means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere: means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere: means an atmosphere containing more that 23.5 percent oxygen by volume.

Permit required confined space: (permit space) means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfment of an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or,
4. Contains any other recognized serious safety or health hazard.

Permit required confined space program: means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system: means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition: means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue service: means the personnel designated to rescue employees from permit spaces.

Retrieval system: means the equipment (including a retrieval line, chest or full-body harness, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing: means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. Testing enable employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

APPENDIX B: ATMOSPHERIC TESTING AND MONITORING

Procedure for Atmospheric Testing and Monitoring

Atmospheric testing is necessary for two purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exist.

1. Evaluation Testing

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate entry procedures can be developed and acceptable entry conditions stipulated for that space.
A minimum of three tests should be performed to identify atmospheric hazards in confined spaces. These tests must be performed in the following sequence:

- Oxygen Content
- Flammability
- Toxicity

2. Verification Testing

The atmosphere of a permit space which may contain a hazardous atmosphere should be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions.

3. Duration of Testing

Measurement of values for each atmospheric parameter should be made for at least the minimum response time of the test instrument specified by the manufacturer.

4. Testing Stratified Atmospheres

When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope should be tested a distance of approximately 4 feet in the direction of travel and to each side. If a sampling probe is use, the entrant's rate of progress should be slowed to accommodate the sampling speed and detector response.

5. Equipment Calibration

To ensure that the atmospheric testing equipment is functioning properly, any direct reading test device should not be used without performing the following three operations:

- Inspection
- Calibration
- Function Test

All three operations should be performed according to specific manufacturers' instructions.

AIR MONITORING GUIDE

1. Calibrate Instrument

2. Inspect Instrument

- Check physical condition of instrument (case, meter, attachments, and hoses for cracks.
- Review instructions to insure you know how to use the device and interpret results.

3. Perform Function Test

- Oxygen sensor: breathe into sampling device to reduce the oxygen level below 19.5%. The oxygen alarm should sound.
- Combustible gas sensor: remove cap of solvent magic marker or open a cigarette lighter without a flame near the sampling device until it reaches a 10% reading. The combustible gas sensor should sound.
- Always perform a function test in the field before use.
- Never perform a function test in the suspected atmosphere.

4. Pre-Test Space

- Zero instrument in known fresh air.
- .Test entire space, top to bottom, every four feet and in the direction of travel.
- Order of tests:
  1. Oxygen
  2. Flammability
  3. Toxicity

5. Monitor the Space

- **If continuous monitoring is required, position the instrument near the workers breathing zone.**

If any of the alarms sound, exit the space immediately.

Always record your readings.

Contact the Sand Springs Public Works Department if any atmospheric hazards cannot be reduced below the PEL with ventilation.

APPENDIX C. VENTILATION OF CONFINED SPACES

Ventilation is one of the most effective means of controlling hazardous atmospheres in confined spaces. In this procedure, clean air replaces contaminated air by natural or forced (mechanical) ventilation.

When ventilating a confined space, the following factors must be taken into consideration:

Volume of air: This determines the capacity of the blower or ejector.

Type of atmosphere: This will determine the type of blower or ejector used and the length of time needed to ventilate until it is safe for people to enter the space.

Access to space: This determines how to get the ventilating air into and out of the space.

Power requirements and availability: This will influence the power source and fan motor size. A portable generator may be required as a source of power.

Cost, efficiency and maintenance: This may have an effect on the type of device that is selected and what is necessary to keep it working properly.

Shape of space: This will affect the type of directional device needed and the volume of air required to provide sufficient ventilation.

Source of clean air: This is necessary to ensure adequate ventilation.

Length of time ventilation is needed: This is determined by the type of contaminant and the work that is to be done in the space.

Type of work to be done: This determines whether local exhaust ventilation or general ventilation is required.

VENTILATION GUIDE

1. Select fan with a capacity to quickly replace the air in the space. Limitations are pasted on the fan housing.
2. Use reliable, grounded electrical power, or approved gasoline-powered equipment.
3. Eliminate any hazardous atmosphere. Exhaust toxic and flammable air; supply fresh air; when the Oxygen is deficient.
4. Provide constant circulation of fresh air while space is occupied.
   - Natural ventilation is allowable only on "non-permit" entry.
   - Direct high-velocity supply ventilation to mix the air throughout the space.
   - Capture contaminants during hot work or cleaning with solvents by using additional local (Or point) exhaust.
   - .Pure oxygen is not "fresh air". Never use bottled oxygen for ventilation.

5. **Arrange ductwork to ensure safety:**

   - Locate supply fan intake away from flammable or toxic air.
   - Position exhaust fan outlet to avoid recirculation of bad air or endangering others outside the space.
   - Position exhaust duct inlet next to the source of contaminants.
   - Keep ducts short and straight.
   - Make sure air circulates through entire space and does not short-circuit.

6. **Monitor the air to ensure ventilation is keeping the air safe to breathe.**

APPENDIX D. EMPLOYEE DUTIES

DUTIES OF AUTHORIZED ENTRANTS:

1. Know the hazards that may be faced during entry.
2. Recognize the signs and symptoms of hazard exposure.
3. Understand the consequences of hazardous exposure.
4. Use equipment properly.
5. Communicate with the attendant.
6. Alert the attendant of hazards.
7. Exit the permit space quickly and safely when required.
8. Terminates entry if deemed necessary.

DUTIES OF THE ATTENDANT:

1. Know entry hazards.
2. Know behavioral effects of exposure.
3. Maintains accurate entrant identification.
4. Remains immediately outside the permit space while the space is occupied.
5. Communicates with entrants.
6. Monitors all entry activities and equipment.
7. Summons rescue and emergency services.
8. Prevents unauthorized entry.
9. Performs non-entry rescue.
10. Terminates entry if deemed necessary.
11. Performs no conflicting duties.

DUTIES OF THE LEAD WORKER:

1. Knows the potential hazards during entry and work.
2. Determines if acceptable entry conditions are present at a permit space where entry is planned.
3. Terminates entry as required by the standard.
4. Verifies that rescue services are readily available and the means for summoning them are operable.
5. Removes unauthorized individuals who enter or try to enter the permit space during entry and work.
6. Determines that entry and work operations remain consistent with entry permit terms and that acceptable
7. entry conditions are maintained.

The person authorizing the entry may also serve as the entrant or attendant for the entry.

APPENDIX E. CONFINED SPACE ENTRY PROCEDURES

1. Determine if entry into confined space is necessary to perform work.
2. Minimum required equipment should be on hand: Ventilation, barrier and warning signs, gas monitor capable of measuring concentrations of oxygen, flammable gases, hydrogen sulfide and carbon monoxide.
3. Eliminate any unsafe conditions before the access door or cover is opened.
4. Immediately guard the entry by some barrier and signs to prevent people or objects from accidentally entering the confined space.
5. Conduct Hazard Assessment

Test the real or potential atmospheric hazards.

- Oxygen content less than 19.5% or greater than 23.5%
- Flammable gases and vapors greater than 10% of the LEL (Lower Explosive Limit)
- Hydrogen Sulfide concentrations greater than 10 ppm (Parts per million)
- Carbon Monoxide concentrations greater than 35 ppm
- Other toxic gases or vapors greater than PEL (Permissible Exposure Limit)

See Air Monitoring Guide for more information (Appendix B)

Review the space for other observable serious safety and health hazards: mechanical, electrical, burn, heat stress, engulfment or entrapment hazards, etc.

6. If any hazardous atmosphere exists, do the following:

a. If possible, determine and eliminate the source of the atmospheric hazards (for example: carbon monoxide from nearby truck or gas-powered generator).

b. When the atmosphere contains toxins or flammables, ventilate the space by drawing air out until the air has been changed over several times.

c. When oxygen deficient, ventilate by pushing air into the space until the air has been changed over several times.

d. Verify testing the air as in Step 5 has eliminated the hazardous atmosphere.

See Ventilation Guide for more information (Appendix C)

7. Determine from information gathered above which entry procedure is appropriate:

a. NON-PERMIT SPACE: If there are neither real nor potential atmospheric hazards nor no observable serious safety and health hazards, this should be certified in writing. Certify by signing the Permit/Certification. After Certification, skip to step 13.

b ALTERNATE ENTRY PROCEDURES: If no observable serious safety and health hazards exist and atmospheric hazards are controlled with continuous ventilation, this should be certified in writing. Certify by signing at lines 2 and 3 on Permit/Certification.

c .PERMIT-REQUIRED SPACE: If there are any observable serious safety/health hazards in addition to potential or real atmospheric hazards, all procedures here must be followed. Authorize Permit by Safety Program Administrator or designee.

d. NON-RESPIRABLE ATMOSPHERES: If hazardous atmosphere cannot be eliminated by continuous ventilation, contact the Public Works Department before continuing.

8. PRE-ENTRY PRECAUTIONS:

a. Notify affected departments of service interruption.
b. Lock-out/tag-out all sources of energy (e.g. steam, electric, mechanical) posing a risk to workers.
c. Install blank in affected pipes where valves are not secure or seated.
d. Clean and/or purge any chemical storage vessel.
e. Wear appropriate personal protective and respiratory protection.
f. Have lights and/or ladder available.
g. If coordination is needed with contractors, see Contractor Checklist.
h. Have appropriate MSDS' (Material Safety Data Sheet).
i. Determine how often air monitoring will be conducted.

9. Additional precautions necessary for Permit-Required Spaces:

b. Determine start time and approximate end time for authorized entry.
c. Assign roles and responsibilities as entrant(s), attendant(s), and lead worker(s).
d. Set up non-entry rescue equipment (tripod, harness).
e. Identify rescue service.
f. Determine communication method between entrant/attendant.
g. Conduct pre-entry briefing: review hazards, procedures and precautions.

10. Sign and post the Permit/Certification at the site.

11. Continually ventilate the space by pushing air so that a positive pressure changes the air over several times every hour. Direct the clean air toward the worker.

12. Test the air periodically while personnel are in the confined space to ensure the ventilation is preventing any accumulation of a hazardous atmosphere.

13. Under the following condition, personnel must exit the confined space, re-evaluate hazards and modify entry procedures.

a. If any hazardous atmosphere is detected after entry, notify the Public Works Department before re-entry.
b. If any health or safety hazard develops which was not anticipated:
c. If Attendant (on Permit-Required Entry) cannot effectively perform duties.
d. If personnel in confined space are experiencing symptoms from heat stress or over- exposure to atmospheric hazards.

When work is completed, return the space to original condition if practical.

Close out the permit/certification and submit the completed paperwork to your supervisor.

See Sample Entry Permit (Appendix F).

Entry permit: The entry permit that documents compliance with this section and authorized entry to a permit space shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;

NOTE: This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

5. The personnel, by name, currently serving as attendants;
6. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
   NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.
9. The acceptable entry conditions;
10. The results of initial and periodic tests performed under paragraph (d)(5) of this section, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
13. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

Sewer System Entry

Sewer entry differs in three vital respects from other permit entries; first, there rarely exists any way to completely isolate the space (a section of a continuous system) to be entered; second, because isolation is not complete, the atmosphere may suddenly and unpredictably become lethal hazardous (toxic, flammable or explosive) from causes beyond the control of the entrant or employer, and third, experienced sewer workers are especially knowledgeable in entry and work in their permit spaces because of their frequent entries. Unlike other employments where permit space entry is a rare and exceptional event, sewer workers' usual work environment is a permit space.

1. **Adherence to procedure**. The employer should designate as entrants only employees who are thoroughly trained in the employer's sewer entry procedures and who demonstrate that they follow these entry procedures exactly as prescribed when performing sewer entries.
2. **Atmospheric monitoring**. Entrants should be trained in the use of, and be equipped with, atmospheric monitoring equipment which sounds an audible alarm, in addition to its visual readout, whenever one of the following conditions is encountered: oxygen concentration less than 19.5 percent; flammable gas or vapor at 10 percent or more of the lower flammable limit (LFL); or hydrogen sulfide or carbon monoxide at or above their PEL (10ppm or 50ppm, respectively); or, if a broad range sensor device is used, at 100ppm as characterized by its response to toluene. Normally, the oxygen sensor/broad range sensor instrument is best suited for sewer entry. However, substance specific devices should be used whenever actual contaminants have been identified. The instrument should be carried and used by the entrant in sewer line work to monitor the atmosphere in the entrant's environment, and in advance of the entrant's direction of movement, to warn the entrant of any deterioration in atmospheric conditions. Where several entrants are working together in the same immediate location, one instrument, used by the lead entrant, is acceptable.
3. **Surge flow and flooding**. Sewer crews should develop and maintain liaison, to the extent possible, with the local weather bureau and fire and emergency services in their area so that sewer work may be delayed or interrupted and entrants withdrawn whenever sewer lines might be suddenly flooded by rain or fire suppression activities, or whenever flammable or other hazardous materials are released into sewers during emergencies by industrial or transportation accidents.

Special Equipment: Entry into large bore sewers may require the use of special equipment. Such equipment might include such items as atmosphere monitoring devices with automatic audible alarms, escape self-contained breathing apparatus (ESCBA) with at least 10 minute air supply (or other NIOSH approved self-rescuer), and waterproof flashlights, and may also include boats and rafts, radios and rope standoffs for pulling around bends and corners as needed.

APPENDIX: F.

CONFINED SPACE ENTRY PERMIT TO BE POSTED AT JOB SITE

Date issued:	**Date Expired**:	**Location:**
Work to be performed		
Employee(s) entering	**Department**	
Standby attendant(s)		
Known hazards in confined space		

SAFETY PROCEDURES REQUIRED

- ☐ Standby attendant
- ☐ Rescue Equipment
- ☐ Communication Equipment
- ☐ Lifeline/harness
- ☐ Confined space ventilated
- ☐ Emergency procedure plans
- ☐ Continuous monitoring
  - ☐ Oxygen
  - ☐ Combustible
  - ☐ Toxic
- ☐ Power driven equipment
  - ☐ Disconnected
  - ☐ Locked out
  - ☐ 'Tagged out
  - ☐ Blinds installed in piping

Oxygen level % _____ **DO NOT ENTER SPACE IF BELOW 19.5% OR ABOVE 23.5%**
Combustible gas (%) _____ **DO NOT ENTER IF ABOVE 10% OF LEL/LFL**
Toxic as (ppm) _____ **DO NOT ENTER IF TOXIC GASES ARE PRESENT**

AIR MONITORING PERFORMED BY: _____

PERSONAL PROTECTIVE EQUIPMENT/SAFETY EQUIPMENT

- ☐ Protective clothing
- ☐ Tagline
- ☐ Eye/Face Protection
- ☐ Retrieval systems
- ☐ Hearing protection
- ☐ Ventilation equipment
- ☐ Respirators
  - ☐ SCBA/Airline
  - ☐ Air-purifying
  - ☐ 5 min. escape pack
- ☐ Air monitoring
  - ☐ Combustible gas detector
  - ☐ Oxygen meter
  - ☐ Toxic gas detector
- ☐ Harness
- ☐ Other

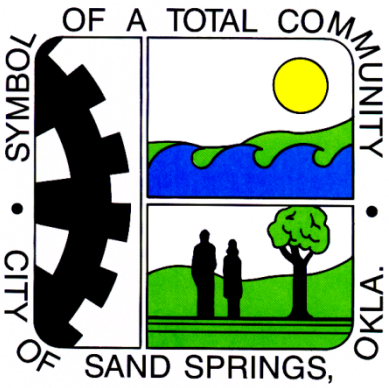
ADDITIONAL PERMITS REQUIRED- ATTACH TO ENTRY PERMIT

- ☐ Welding
- ☐ Cutting
- ☐ Painting

IN CASE OF EMERGENCY CALL 911 OR OTHER EMERGENCY NUMBER

_____ _____

Signature of Supervisor **Signature of Crew**



City of Sand Springs

29 CFR 1910.147-Control of Hazardous Energy

(LOCKOUT/TAGOUT PROGRAM)

Updated August 2009

City of Sand Springs

Energy Control Program

Policy

All employees will be protected from injuries caused by **unexpected** energizing or start up of machines or equipment, or release of stored energy during service, repair, maintenance, operation, and associated activities. This policy establishes **minimum** performance requirements for the control of such potentially hazardous conditions. This will be accomplished by locking out and tagging out energy isolating devices, and otherwise disabling machines or equipment to prevent unexpected energizing, start-up or release of stored energy.

Normal production operations are not covered by this policy. Repairing and/or maintaining equipment during normal production operations are covered by this policy only if:

- An employee is required to remove or bypass a guard or other safety device; or
- An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

This policy does not apply to the following:

- Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing maintenance or repair.
- Hot tap operations involving transmission and distribution systems when they are performed on pressurized pipelines, provided that it has been demonstrated to the Safety Program Administrator that (1) continuity of service is essential; (2) shutdown of the system is impractical; (3) documented procedures are followed, and (4) special equipment is used which will provide proven effective protection for employees.

References

American National Standards Institute (ANSI): "American National Standard for Personnel Protection - Lockout/Tagout of Energy Sources: Minimum Safety Requirements", Z244.1-1982 New York, N.Y.
Accident Prevention Manual for Industrial Operations, Engineering and Technology: 8th. Ed: Chapters 8 and 15.
U.S. Department of Labor, OSHA regulations, 29 CFR 1910.147, "Control of hazardous energy sources lockout/tagout)" standard.

Definitions

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which maintenance or repair is being performed under this lockout/tagout policy, or whose job requires him/her to work in an area in which such maintenance or repair is being performed.

Authorized Individual: A knowledgeable individual to whom the supervisor has given the authority and responsibility to lock or implement a lockout/tagout procedure on machines or equipment to perform maintenance or repair. An authorized individual and an affected employee may be the same person when the affected employee's duties also include performing maintenance or repair of a machine or equipment which must be locked and tagged out.

Knowledgeable Individual: An individual who is qualified to operate the controls or equipment and is familiar with the effects of operation.

Capable of being locked out". An energy isolating device will be considered to be capable of being locked out if it has any of the following:

- it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed,
- it has a locking mechanism built into it, or
- If a lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including, but not limited to, the following: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch, a slide gate, a slip blind, spectacle flange, a line valve, blocks, and similar devices with a visible indication of the position of the device. (**Push buttons, selector switches, and other control-circuit type devices are not energy isolating devices.**)

Energy Source: Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source that could cause injury to personnel.

Hot Tap: A procedure used in repair and maintenance activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water and steam distribution systems. Other methods of attachment can also be used.

Lockout Device: A device that utilizes a lock and key to hold an energy isolating device in the safe position and prevents a machine or equipment from being energized.

Lockout/Tagout: The placement of a lock and tag on the energy isolating device in accordance with an established procedure, indicating that the energy isolating device shall not be operated until removal of the lock/tag in accordance with an established procedure. (The term "lockout/tagout requires the combination of a lockout device and a tagout device).

Maintenance and Repair: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. These activities include but are not limited to lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the **unexpected** start-up of the equipment or release of hazardous energy.

Shall: The word "shall" always implies a mandatory requirement.

Tagout Device: A prominent warning device, such as a tag, that can be securely attached to equipment or machinery for the purpose of warning personnel not to operate an energy isolating device and identifying the applier or authority who has control of the procedure.

Responsibilities of Supervisor (or Acting Supervisor)

- Maintains awareness of all aspects of the City of Sand Springs lockout/tagout policy.
- Ensures that all employees under their supervision understand the requirements for compliance with this policy and are made aware of the lockout/tagout procedure and are issued appropriate locks/tags.
- Conducts a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this policy are being followed.
- Certifies that the periodic inspections have been performed.

Employee Responsibilities

- Maintains awareness of all aspects of the lockout/tagout policy and complies with all procedures.

Safety Program Administrator Responsibilities

- Provides necessary employee training for lockout/tagout procedures.
- Conducts periodic inspections of work sites to ensure compliance with lockout/tagout procedures.
- Provides guidance regarding the applicability of the lockout/tagout policy.
- Approves/disapproves exceptions of the lockout/tagout policy.

General Lockout/Tagout

- Implementation of lockout/tagout shall be performed only by authorized employees.
- Before any employee performs any maintenance or repair of a machine or equipment where unexpected start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative.
- If an energy isolating device is capable of being locked out, then this policy requires that a lockout and tagout be utilized. If an energy isolating device is not capable of being locked out, then a tagout shall be utilized.
- Whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.
- Procedures during repairs on above devices shall include at least two persons. One person shall at the disconnect area, while the other person performs repair and/or testing.

Energy Control Procedure

The Safety Program Administrator shall develop, document and utilize procedures to control potentially hazardous energy when employees are engaged in the activities covered by this policy. **Exceptions to this requirement are listed in the exceptions paragraph.** (It should be noted that most maintenance and repairs at City of Sand Springs Facilities will be covered by one or more of these exceptions.)

The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to the following:

1. A specific statement of the intended use of the procedure;
2. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
3. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and
4. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

Protective Materials and Hardware

Lockout and tagout devices shall be provided by The City of Sand Springs and shall be the only authorized device(s) used for lockout/tagout of energy devices and shall not be used for other purposes. Lockout devices are identified by the word SAFETY in red on each device. Each lockout device is to have the employees name and color coded to indicate type of trade or craft. Each employee will be issued two keys and no two key configurations shall be the same. No one else shall have duplicate keys.

Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Attachment means shall be a one-piece, nylon cable tie which shall be non-reusable, self-locking and non-releasable with a minimum unlocking strength of no less than 50 pounds.

Periodic Inspections

The Safety Program Administrator will conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedures and the requirements of this policy are being followed.
The periodic inspections shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected. The inspections shall be designed to correct any deviations or inadequacies observed.
Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
The inspector shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection.
Copies of the inspection report shall be sent to the Safety Program Administrator.

Training and Communication

The Safety Program Administrator will provide joint training to ensure that the purpose and function of the energy control program is understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are required by employees. The training will include the following:
The City of Sand Springs will train each authorized employee in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and methods and means necessary for energy isolation and control.
The City of Sand Springs will jointly instruct each affected employee in the purpose and use of the energy control procedure.
The City of Sand Springs shall instruct all other employees whose work operations are or may be in an area where energy control procedures may be utilized, about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

The City of Sand Springs will train employees in the limitations of tags when tags are used in lieu of lockout devices.

Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

The City of Sand Springs will certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

Preplanning for Lockout (Preparation for Shutdown)

An initial survey shall be made to determine which switches, valves, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained from the supervisor.

Only supervisors or authorized individuals shall prescribe the appropriate duties and responsibilities relating to the actual details of affecting the lockout/tagout. Energy isolating devices shall be operated only by authorized

individuals or under the direct supervision of authorized individuals. Where high voltages greater than 480V are involved, the supervisor electrician shall be responsible for turning off the main power controls.

All energy isolating devices shall be adequately labeled or marked to indicate their function. The identification shall include the following:

1. Equipment supplied
2. Energy type and magnitude

Where system complexity requires, a written sequence in checklist form should be prepared for equipment access, lockout/tagout, clearance, release, and start-up.

Lockout/Tagout Procedures-**specific energy control procedures shall be developed for all City of Sand Springs machinery and equipment covered under this standard using the following steps as a guide.**

1. **Preparation:** Notify all affected employees that a lockout is required and the reason therefore.

2. **Machine or Equipment Shutdown:** If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion. Personnel knowledgeable of equipment operation should be involved with shut down or re-start procedures.

3. **Machine or Equipment Isolation:** Operate the switch, valve, or other energy isolating device so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is (are) disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated, disconnected, or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc. Pulling fuses is not a substitute for locking out. A yanked fuse is no guarantee the circuit is dead, and even if it were dead, there's nothing to stop someone from unthinkingly replacing the fuse.

   CAUTION: Intermittently operating equipment such as pumps, blowers, fans, and compressors may seem harmless when dormant. Don't assume that because equipment isn't functioning, it will stay that way.

4. **Application of Lockout/Tagout**: Lockout and tag the energy isolating device with an assigned individual lock, even though someone may have locked the control before you. You will not be protected unless you put your own padlock on it. For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags shall be attached to the energy isolating device(s) and to the normal operating control and shall be attached in such a manner as to preclude operation.

5. **Verification of Isolation**: After ensuring that no personnel can be exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.

   CAUTION: Return operating controls to neutral position after the test. A check of system activation (e.g. use of voltmeter for electrical circuits) should be performed to assure isolation.

   The equipment is now locked out.

6. **Release from Lockout/Tagout**: Before lockout or tagout devices are removed and energy is restored to the machine or equipment, inspect the work area to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

- Check work area to ensure that all employees are in the clear.

- Notify affected employees that lockout/tagout devices have been removed.

- Each lockout/tagout device shall be removed from each energy and isolating device by the employee who applied the device. The energy isolating devices may be opened or closed, i.e., circuit breakers, to restore energy to equipment.

Lockout/Tagout Interruption (Testing of Energized Equipment) In situations where the energy isolating device(s) is locked and tagged and there is a need for testing or positioning of the equipment/process, the following sequence shall apply:

1. Clear equipment/process of tools and materials.
2. Clear personnel.
3. Clear the control of locks/tags according to established procedure.
4. Proceed with test, etc.
5. De-energize all systems and re-lock/re-tag the controls to continue the work.

Outside Personnel (Contractors, etc.) Whenever outside service personnel are to be engaged in activities covered by the scope and application of this policy the City of Sand Springs and **all** contractors (including on-site contractors) shall inform each other of their respective lockout or tagout procedures. The City shall ensure that City personnel understand and comply with the restrictions and prohibitions of any contractor's energy control procedures. Contractors shall ensure that their personnel do likewise for the City's policies as well as other contractor's policies.

Procedure Involving More Than One Person In the preceding steps, if more than one individual is required to lock out equipment, each shall place a personal lock and tag on the group lockout device when he/she begins work, and shall remove those devices when he/she stops working on the machine or equipment. The supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it shall be the responsibility of the supervisor to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the supervisor shall not remove a crew lock until it has been verified that all individuals are clear.

Shift Change Coordination Supervisors shall ensure the continuity of lockout/tagout protection during shift or personnel changes. Each worker shall be responsible for removing his own padlock and tag at the completion of his shift. If work is to cease until the following day the supervisor shall place his personal padlock and tag on the equipment and the workers shall remove their padlocks and tags. When work resumes the workers shall affix his personal lock and tag to the equipment and the supervisor shall remove his lock and tag.

Conditions for Padlock Removal by the General Foreman or Department Head Lockout/tagout devices shall be removed only by the owner of the device except in the following situations:

- Owner incapacitated by illness, etc.
- Owner no longer works for the City
- Owner is on comp or leaves and cannot be reached by telephone.

If the owner is reached and the situation warrants, he/she will be required to come back to the worksite and remove the padlock.
If the General Foreman or Department Head determines that circumstances warrant the removal of a lockout/tagout device, every effort must be made to contact the owner of the device. After the above conditions have been met the General Foreman or Department Head may remove the device in the presence of the Safety Program Administrator. A padlock shall not be cut but may be removed by changing the core of the lock.

EXCEPTION: It is not necessary to document the required procedure for a particular machine or equipment, when all of the following elements exist:

- the machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees;
- the machine or equipment has a single energy source which can be readily identified and isolated;
- the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment;
- the machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
- a single lockout device will achieve a locked-out condition;
- the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
- the servicing or maintenance does not create hazards for other employees; and
- The City, in utilizing this exception, has had no accidents involving the unexpected activation or start-up of the machine or equipment during maintenance or repair activities.

Lockout/Tagout Summary

The established procedure for the application of lockout/tagout shall cover the following elements and actions and shall be done in the following sequence.

Preparation for shutdown: Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

Machine or equipment shutdown: The machine or equipment shall be turned off or shut down using the procedures required by this standard. An orderly shutdown must be utilized to avoid any additional or increased hazards(s) to employees as a result of equipment de-energization.

Machine or equipment isolation: All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

Lockout or tagout device application:

Stored energy: Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

Verification of Isolation: Prior to starting work on machines or equipment that have been locked out or tagged out; the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

Release from lockout or tagout.

City of Sand Springs

Sand Springs Pogue Airport
Energy Control Procedures

(Lockout/Tagout)

The intent of this procedure is to comply with the City of Sand Springs lockout/tag out program in the safety manual and Regulations set forth by the Department of Labor, OSHA regulations, 29 CFR 1910.147,control of hazardous energy sources (Lockout/tagout) standard. This procedure is a living text and can change as policy or regulations change to ensure the safety for all.

CITY OF SAND SPRINGS
Sand Springs Pogue Airport

100LL Fuel Pump

The following procedures will be used to protect personnel working on the fuel pump:

1. Turn off 100LL fuel pump switch and electrical breakers located in electrical closet.

2. Place “DANGER, DO NOT OPERATE, EQUIPMENT LOCKED OUT tag on fuel pump switch located in electrical closet.

3. Inform fuel pump repair personnel that fuel pump equipment is locked out and in safe mode and they may proceed with repairs on fuel pump.

4. After repairs are completed, repair personnel must request that airport staff remove lock out tags and return power to fuel pump for operations test and inspection.

5. Airport staff shall confirm that repair personnel need power restored to fuel pump and proceed to electrical closet to return power to pump.

6. Staff shall remain at electrical closet in case power needs to be turned off if fuel pump malfunctions.

7. After staff has been informed by repair personnel that pump is operating safely, staff shall inspect and operate fueling system to confirm that pump is operating in a safe and efficient manner.

8. After staff has inspected and confirmed fuel pump is operating in a safe and efficient manner, staff may return pump back into service.

9. Staff shall record on the daily “Fixed Fuel Facility Checklist” sheet that fuel pump was repaired on this date and returned to service.

CITY OF SAND SPRINGS
Water Treatment Plant- Lab room

Basement Water Heater

Step 1. Identify equipment and hazards

a. Type of equipment: **Basement water heater**
b. Location of Equipment Lab room
c. Location of panel box B 240 (breaker)
d. Operator Disable equipment, Enable equipment at the control center

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, machine member, rotating part hydraulic system, waterline, pressure line, close all valve.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature _____ Date _____

CITY OF SAND SPRINGS

Water Treatment Plant- Lab room

Finish water turbidity, chem. feed pump, floor plug, Computer receptacle, entry gate control, South Pole light, high turbidity panel

Step 1. Identify equipment and hazards

a. Type of equipment: **finish water turbidity, chem. feed pump, floor plug, Computer receptacle, entry gate control, South Pole light, high turbidity panel**

b. Lagoon Pump Trans, Chlorine Spill Valve

c. Location of Equipments: Lab Main Room

d. Location of panel box Panel (B)

e. Operator Disable equipments, Enable equipments at the control center

Yes _____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff

b. Operator

c. Contractor

d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key

b. Key

c. Key

Step 5. Restrain all stored residual energy, springs, machine member, rotating part hydraulic system, waterline, pressure line, close all valve.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature _____Date _____

CITY OF SAND SPRINGS
Water Treatment Plant-Lab room

Gate

Step 1. Identify equipment and hazards

a. Type of equipment: **Gate**
b. Location of Equipment: Lab Room
c. Location of panel box B 240 (breaker)
d. Operator Disable equipments, Enable equipment at the control center:

Yes _____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff……..
b. Operator……..
c. Contractor…….
d. Electrician…….

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key……
b. Key……
c. Key……

Step 5. Restrain all stored residual energy, springs, machine member, rotating part, hydraulic system, waterline, pressure line, close all valve.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed, re-install equipment and verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature _____ Date _____

CITY OF SAND SPRINGS
Water Treatment Plant-Lab Room

NTU Meter

Step1. Identify equipment and hazards:

a. Type of equipment: **NTU Meter**
b. Location of Equipment: Lab Room
c. Location of panel box B 240 (breaker)
d. Operator Disable equipment, Enable equipment at the control center

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down
a. Staff:
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and
a. Key
b. Key.
c. Key.

Step 5. Restrain all stored residual energy, springs, machine member, rotating part, hydraulic system, waterline, pressure line, close all valve.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature: _____ **Date**: _____

CITY OF SAND SPRINGS
Water Treatment Plant-South High Services Pump Building Room

Fan

Step 1. Identify equipment and hazards:

a. Type of equipments: **Fan**.
b. Location of Equipments: South High Services Pump Building Room
c. Location of panel box: MCC-A (breaker)
d. Operator Disable equipment; at the control center.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down.

a. Staff
b. Operator
c. Contractor.
d. Electrician.

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices.

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature _____Date: _____

CITY OF SAND SPRINGS
Water Treatment Plant-South High Services Pump Building Room

High Pressure Pumps Motor

Step 1. Identify equipment and hazards

a. Type of equipment: **High Pressure Pump Motor**
b. Location of Equipment: South High Services Pump Building Pumps.
c. Location of panel box: North Wall
d. Disable pumps at control panel.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. .....Staff
b. .....Operator
c. .....Contractor
d. .....Electrician .

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

a. Key

b. Key

c. Key

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature_____ Date: _____

CITY OF SAND SPRINGS
Water Treatment Plant- South Side Pump Station

Air Compressor, Light Heater, GFI Exhaust Fan

Step 1. Identify equipment and hazards

a. Type of equipment: **Air Compressor, Light Heater, GFI Exhaust Fan**
b. Location of Equipment: South Side Pump Station.
c. Location of panel box: South Wall (breaker) (H)
d. Operator disable equipment: Enable equipment at control center.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. .....Staffs
b. .....Operator
c. .....Contractor
d. .....Electrician .

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnected equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature_____ Date: _____

City of Sand Springs

Wastewater Maintenance

Energy Control Procedures

(Lockout/Tagout)

LOCKOUT/TAGOUT PROCEDURES

A logbook will be kept in all of our stations and a master logbook will be kept in the maintenance mechanic supervisor's office.

All lockout/tagout events that last longer (long term) than the end of the shift must be logged in both log books. All information requested on the form must be provided.

For a particular procedure, use the tab index at the right of these pages.

Any "long term" repair will require that a multi-lock lockout device be used, no matter whom initiated the repair.

All lift station personnel are authorized to install lockout/tagout devices on the equipment they are certified to perform maintenance on. The only person authorized to remove the lockout/tagout device is the person or supervisor of the person who installed the lockout/tagout device.

Upon completion of repairs requiring lockout/tagout devices, all of the authorized personnel will remove their lock and tags from the lockout/tagout device and install a statement of completion in logbooks.

CITY OF SAND SPRINGS **PAGE___ of____**

LOGOUT / TAGOUT LOG

WASTE WATER

LOG#_____

LOCATION:_____

DATE: _____

TIME: _____

UNIT: _____

EMPLOYEE(S):_____

PROBLEM:

IN AN EMERGENCY, THE UNIT CAN BE USED IF:

_____

UNIT CAN NOT BE USED UNTIL REPAIRS ARE COMPLETE:

_____

REPAIRS COMPLETED, UNIT BACK IN SERVICE:_____

DATE: _____

TIME: _____

EMPLOYEE(S)_____

	Sewer Lift Station	Physical Address		Electric Meter No.	PSO Acct No:
1.	River City	River City Park Rd.	Centrif- 450 gpm / 2 pumps	8505800	
2.	Lakeside	900 Lake Dr.	Centrif- 375 gpm / 2 pumps	17 864	051
3.	Industrial Ave	615 Industrial St.	Submersible- 150 gpm / 2 pumps	26 849	663
4.	Pratt 1	12704 W. 31st St.	Submersible- 1134 gpm / 2 pumps		84808510
5.	Sand Creek	208 W. Wekiwa Rd	Submersible- 1800 gpm / 2 pumps	428 236	476
6.	Meadow Valley	702 W 29th St	Centrif- 450 gpm / 2 pumps		84808466
7.	Industrial Park	2118 S. 87th W	Centrif- 150 gpm / 2 pumps		85469014
8.	Pratt 2	609 W 31st	Submersible- 375 gpm / 2 pumps	***	15891167
9.	Linwood	3200 S. Linwood	Submersible - 375 gpm / 2 pumps	**	84808495
10.	East 31st	3100 S. 113th W. Ave	Submersible - 375 gpm / 2 pumps		***84808522
11.	Sunburst	4102 S. 129th W Ave	Centrif- 150 gpm / 2 pumps		84808489
12.	Angus Valley	5001 S. 129th W. Ave	Submersible - 675 gpm / 2 pumps	***	21175017
13.	South Hwy 97	5850 S. 116th W. Ave	Centrif- 390 gpm / 2 pumps	428 911	137
14.	Spring Lake	41st and 137th W. Ave	Submersible- 10 gpm / 2 pumps	97 080	047
15.	L-19	3100 S. 72nd W Ave	Submersible - 450 gpm / 2 pumps	428 741	104
16.	L-20	1275 Avery Dr.	Centrif- 900 gpm / 2 pumps	01 405	260
17.	Avery Drive	101 E. Avery Dr.	Submersible - 1050 gpm / 2 pumps	428 874	399
18.	Hwy 51	¼ Mile E. of Meadow Valley	Submersible - 1050 gpm / 2 pumps	***21	073 051

19. South Main 039	**313 N. Main**	**Submersible - 1400 gpm / 2 pumps**	**14 466**
20. Greentree 720	**4402 S 129th W Ave**	**Submersible - gpm / 2 pumps**	**225 722**
21. Sandel 913	**19619 W. Wekiwa Rd**	**Submersible- gpm / 2 pumps**	**428 062**

Notes- * = Dry pit sub is a submersible pump in a drywell.**

Info on Electric meter numbers verified and recorded by Wastewater Foreman Richards Inks and crew by physically visiting each Lift Station.

ELECTRICAL LOCKOUT/TAGOUT PROCEDURE

Before locking out any electrical disconnect, the following procedure must be followed.

Electrical maintenance:

• First, test the voltage on the downstream side of the disconnecting means.

• Put the disconnect in the “off” position and test the same locations for the absence of voltage.

• Finding no voltage, you can now install your lockout device and the proper identifying tag.

• Now, put the HOA switch in the “off” position.

• Test for possible voltage at the equipment, before proceeding, finding no voltage you can continue. After the desired maintenance is complete, the electric service can be restored by the following procedure.

• First, do a visual inspection of entire area, making sure all personnel are out of harm’s way and make sure no other lockout/tagout devices are in place.

• Now, knowing it is safe to re-energize, you will remove the identifying tag and lockout device. (Always make sure the HOA switch is in the “off” position before proceeding.)

• Put the disconnect back in the “on” position and manually test equipment with the HOA switch. Then, place the HOA switch in the normal operation position.

If equipment is not back in operation before you leave the area (for any reason), you must identify the problem in the lockout/tagout logbook. This must include all equipment that is affected, date, time, and employee who has the lockout device in place. If an emergency makes it necessary to put equipment back in service, the employee with the lockout device in place must be notified for instructions. In the event that this employee can’t be reached, you must contact the supervisor in charge.

MOTOR CONTROL CENTER LOCKOUT/TAGOUT PROCEDURE

Without a main disconnect in MCC.

Motor Control Center (MOO) can be de-energized only by following this lockout/tagout procedure.

• Locate the main disconnect adjacent to the meter. Test the voltage on the downstream side of the disconnect.

• Put the disconnect in the "off" position and test for voltage on the downstream side of the disconnect.

• Finding an absence of voltage, you can now install your lockout device and the proper identifying tag.

With this lockout tagout device in place you can now perform the necessary maintenance (making sure that all mains and HOAs are in the "off" position). In the Motor Control Center, always test for foreign voltage in the cubicles that you will be working in before you proceed. Finding the cubicle free of voltage, you can continue.

When maintenance or repairs are complete, the MOO can be re-energized only by following this procedure:

• Do a visual inspection of entire area, making sure all personnel are out of harm's way and make sure no other lockout/tagout devices are in place.

*Make sure all mains and HOAs are in the "off" position.

• Now knowing it is safe to re-energize, you will remove the identifying tag and lockout device.

• Put the disconnect back in the **"on"** position. Put the mains back in the "on" position.

*Now, test the MOO manually with the HOA switches. Finding no problems, you can put the HOA switches in the normal operating position.

MCC WITH MAIN IN MCC

• Locate the main in the MCC and test the voltage on the downstream side of main disconnect.

• Put the disconnect switch in the **"off"** position and test for voltage on the downstream side of the disconnect.

• Finding an absence of voltage, you can now install your lockout/tagout device and the proper identifying tag. With this lockout tagout device in place, you can make necessary maintenance downstream of the main disconnect in the MOO, making sure that all mains and HOAs are in the **"off"** position. At this time, you cannot work on anything between the meter and the main disconnect.

In the Motor Control Center, always test for foreign voltage in the cubicles that you will be working in before you proceed. Finding the cubicle free of voltage, you can continue.

When maintenance or repairs are complete, the MOO can be re-energized only by following this procedure:

• Do a visual inspection of entire area, making sure all personnel are out of harm's way and make sure no other lockout/tagout devices are in place. Make sure all mains and HOAs are in the **"off"** position.

• Now knowing it is safe to re-energize, you will remove the identifying tag and lockout device.

• Put the disconnect switch back in the **"on"** position. Put the mains back in the **"on"** position.

Now, test the MOO manually with the HOA switches. Finding no problems, you can put the HOA switches in the normal operating position.

ELECTRICAL LOCKOUT/TAGOUT PROCEDURES WHERE GENERATORS ARE IN SERVICE

Before locking out any electrical equipment that is dual-fed from power company and stand-by generator, follow these procedures:

• First, disable the generator by turning the on/off switch to the **"off"** position.

• Locate the generator disconnect switch and put it in the "off" position and install the proper lockout/tagout device with the proper identifying tag.

• Now, refer to the electrical lockout/tagout procedure for the type of equipment you will be repairing.

AIR SYSTEM

Before working on air system:

• Put the disconnecting means in the **"off"** position and install the appropriate lockout/tagout device.

• Drain all the air pressure from the air reservoir. (Leave drain open until repairs are complete.)

• Test the system for air pressure. Finding no air pressure, you can proceed with your repairs.

WATER SYSTEM

Before working on water system:

• Put the water meter in the **"off"** position and install the appropriate lockout/tagout device.

• If the system you are working on is only fed by this meter, you can proceed with repairs.

• If the system you are working on is pump driven, you must de-energize the pumps and install the proper lockout/tagout devices. With the pumps disabled, you can now proceed with your repairs.

HYDRAULIC SYSTEMS

Locate and de-energize the pumps for the system and install the proper lockout/tagout devices.

• Drain the fluid back into the reservoir.

• With the pressure off of the lines, you can now proceed with your repairs.

ENGULFMENT IN CAN/DRY WELLS

Before working on valves or other equipment in can or dry well, de-energize the pumps as stated in the electrical lockout tagout procedures. Always drain the force main back into the wet well or close the shut-off valve (if available).

• Now you can open the drain valve on the valve header and lock it in the open position. Install the proper lockout/tagout device.

• You can now make necessary repairs.

City of Sand Springs

Water Maintenance and Operations
Energy Control Procedures

(Lockout/Tagout)

The intent of this procedure is to comply with the City of Sand Springs lockout/tag out program in the safety manual and Regulations set forth by the Department of Labor, OSHA regulations, 29 CFR 1910.147,control of hazardous energy sources (Lockout/tagout) standard. This procedure is a living text and can change as policy or regulations change to ensure the safety for all.

Water Pump Station

The following lockout / tagout procedures are the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during maintenance.

Use this procedure to make sure the equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

No one is to work alone during a lock out

Authorization

The following persons are authorized to lock out the equipment using this procedure

1. James Edwards – Operations Foreman
2. Billy Faults – Maintenance man
3. Chris Stephens – Maintenance man
4. Dallas Flores – Electrician (Water & Wastewater)

Compliance with this Program

- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- Authorized employees will perform lockout as described in this procedure.
- No employee will attempt to start, energize or use any machine or equipment that is locked out.

Pump / Motor Removal

1. You must inform water plant (by phone or radio) So that you can have them shut down the equipment there so as to not cause damage to the telemetry equipment.
2. Inform personnel in the area , of what work is being done
3. Turn power feed off and lock - out the breaker or switch and tag it with (date, time and name). Using a volt tester insure that the power is off.
4. If for any reason you can not get the power off at the breaker box, shut off the main disconnect out side the building, located by the electric meter. And inform the electrician of any situation that occurred.
5. Turn off the water intake and discharge valves for that pump / motor and lock it out and tag it. See below for lockout / tagout devices that you use
6. Call the electrician to disconnect all power lines to that particular piece of equipment. (He will also lock & tag his work)
7. It now safe to remove the pump or motor
8. Installation is in the reverse order.

Pump / Motor Installation

1. Install the pump or motor
2. Remove the lockout device used for the water intake and discharge valves, and open intake valve slowly checking for water leaks, then proceed with the discharge valve opening it slowly and checking for water leaks. If there are no leaks proceed to next step.
3. Call the electrician to reconnect all power lines to that piece of equipment.
4. Remove the lockout device at the power feed, (breaker box or switch)
5. Inform personnel in area that you are about to re-energizing the power to that particular piece of equipment, that can stand back at a safe distance.
6. Turn power on and observe area for sparks, smoke or any thing out of the ordinary.
7. Have the electrician recheck the electrical system
8. Now you can place the control switch in the auto position
9. Inform the water plant that work has been completed and that it is safe to turn the equipment

The above procedures are to be used for the following Pump Stations

1. Charles Page Booster Pump Station
2. McKinley Hills Booster Pump Station
3. Shell Creek Booster Pump Station
4. 177th Booster Pump Station
5. 209th Booster Pump Station
6. Hwy. 51 Booster Pump Station
7. Tower Rd. Booster Pump Station
8. Weaver Rd. Booster Pump Station
9. 129th Booster Pump Station
10. West 41st Booster Pump Station
11. East 41st Booster Pump Station
12. Golf Course Raw Water Pump Station

The Following Two Pump Stations have additional steps

1. District 6 BPS
2. Diamond Head BPS

These two stations are in vaults in the ground and require additional steps that need to be taken in association with the above steps:

1. After opening the hatch use the gas detector to check air quality. If needed use a blower for approx. 10 min. and test again.
2. Check for standing water, if there is water in the vault you must pump it down.
3. You may need to shut power off at the main switch and lockout & tagout
4. Now you follow the steps as above.

If you have any questions or are not clear on the procedures please ask someone for help.
Remember work safe!!!

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

C-17 Chlorine Analyzer AIT 0544 Finish Water

Step 1. Identify equipment and hazards

a. Type of equipment: **C-17 Chlorine Analyzer AIT 0544 Finish Water**
b. Location of Equipment: Chemical Building
c. Location of panel box: West wall panel F
d. Operator Disable equipment, at control panel.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed, re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature_____ Date: _____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

Ammonia Pumps Motor

Step 1. Identify equipments and hazards

A Type of equipment: **Ammonia Pumps Motor**
B Location of Equipment: Chemical Building
C Location of panel box: West wall panel F
D Operator Disable equipment: at control panel (F) 1 – 1350, 1350 -2.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key

b. Key

c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____ Date:_____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

C-17 Chlorine Analyzer AIT 0542 Clear Well

Step 1. Identify equipment and hazards

a. Type of equipment: **C-17 Chlorine Analyzer AIT 0542 Clear Well**
b. Location of Equipment: Chemical Building
c. Location of panel box: West wall panel F breaker 25
d. Operator Disable equipment, at control panel in main control room

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____ Date: _____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

Caustic Pumps Motor

Step 1. Identify equipments and hazards

a. Type of equipment: **Caustic Pumps Motor**
b. Location of Equipment: Chemical Building
c. Location of panel box: West wall panel F
d. Operator Disable equipment; at control panel (F) 9050.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staffs
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices.

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____ Date: _____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

Fans, Lights, Vent

Step 1. Identify equipments and hazards

a. Type of equipments: **Fans, Lights, Vent**
b. Location of Equipments: Chemical Building
c. Location of panel box: West wall panel F breaker box
d. Operator Disable equipment, at control panel in main control room

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staffs
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, machine member, rotating part, hydraulic system, waterline, pressure line, close all valves.

Step 6. Disconnected equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____Date:_____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

Chlorine Analyzer Sample Pump

Step 1. Identify equipments and hazards

a. Type of equipment: **Chlorine Analyzer Sample Pump**
b. Location of Equipment: Chemical Building
c. Location of panel box: West wall panel F breaker 21
d. Operator Disable equipment, at control panel in main control room

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____ Date:_____

CITY OF SAND SPRINGS

Water Treatment Plant-Chemical Building

Ferric Pumps Motor

Step 1. Identify equipments and hazards

a. Type of equipment: **Ferric Pumps Motor**
b. Location of Equipment: Chemical Building
c. Location of panel box: West wall panel F
d. Operator Disable equipment, at control panel.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff
b. Operator
c. Contractor
d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources.

Step 7. After repairs are completed re-install equipment verify installation**.**

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipments.

Signature_____ Date: _____

CITY OF SAND SPRINGS
Water Treatment Plant-Chemical Building
Poly Blend Pumps Motor

Step 1. Identify equipment and hazards

a. Type of equipment: **Poly Blend Pumps Motor**

b. Location of Equipment: Chemical Building

c. Location of panel box: West wall panel F

d. Operator Disable equipment; at control panel (F) CP1 – 0850, CP2- 0850.

Yes_____ No_____

Step 2. Notify all affected employees of the time and date of equipment shut down

a. Staff

b. Operator

c. Contractor

d. Electrician

Step 3. Isolate the machine or equipment from energy sources by using appropriate energy isolating devices

Yes_____ No_____

Step 4. Lock out the energy-isolating device with assigned individual locks and keys

a. Key
b. Key
c. Key

Step 5. Restrain all stored residual energy, springs, and machine member, rotating part hydraulic system, waterline, and pressure line, close all valves.

Step 6. Disconnect equipment from the energy sources

Step 7. After repairs are completed re-install equipment verify installation

Step 8. Notify all affected employees and remove the lockout devices and reenergize the equipment.

Signature_____ Date: _____

City of Sand Springs

Water Treatment
Energy Control Procedures

(Lockout/Tagout)

The intent of this procedure is to comply with the City of Sand Springs lockout/tag out program in the safety manual and Regulations set forth by the Department of Labor, OSHA regulations, 29 CFR 1910.147,control of hazardous energy sources (Lockout/tagout) standard. This procedure is a living text and can change as policy or regulations change to ensure the safety for all.

City of Sand Springs-Water Treatment Plant

Energy Control Procedures (Lockout Tagout)

PURPOSE:

This procedure establishes the minimum requirement necessary to protect employees from injury caused by the unexpected energization, start ups, or release of stored energy during service or maintenance.

Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

AUTHORIZATION:

The following personnel are authorized to lock out the machine or equipment using this procedure.

Chief Operator

Maintenance Technician

Operators

COMPLIANCE WITH THIS PROGRAM:

All employees are required to comply with the restriction and limitations imposed upon during the use of lockout.

Authorized employees will perform lockout as described in this procedure.

No employee will attempt to start, energize or use any machine or equipment that is locked out.

Failure to comply with this procedure will result in the following action

Retrained on the use of Lockout and Tag out procedure

INTENDED USE:

Repair of all equipment

The removal of any equipment

Testing of new equipment

SPECIFIC PROCEDURAL STEPS:

Step 1: The authorized employee will identify the type and magnitude of the energy that the machine or equipment used, understand the hazards of the energy, and the methods to control the energy before using this procedure. See work sheet WAC 296-808-50010.

Step 2: Notify all affected employees that the machinery or equipment is to be shut and locked out for service or maintenance.

Step 3: Shut down the machine or equipment by the normal stopping procedure such as depressing a stop button, opening switches, or closing valves. See Work Sheet.

Step 4: Completely isolate the machine or equipment from its energy sources by using the appropriate-isolating devices WAC 296-808-500010.

Step 5: Lock out the energy isolating devices with assigned individual locks.

Step 6: Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members rotating flywheels, hydraulic systems, and air gas, steam, or water pressure, using methods such as grounding, repositioning, blocking or bleeding down.

Step 7: Make sure the equipment is disconnected from the energy sources and stored and residual energy has made safe. Check that no personnel are exposed, and then verify the isolation of the equipment by doing the following.

RESTORE EQUIPMENT

Step 1: Check the machine or equipment and the immediate areas around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.

Step 2: Make sure all employees are safely positioned for starting or energizing the machine or equipment.

Step 3: Verify that the control is in neutral position

Step 4: Removed the lockout devices and reenergized of the machine before they can be safely removed.

Step 5: Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

City of Sand Springs

Facilities Management

Energy Control Procedures

(Lockout/Tagout)

The intent of this procedure is to comply with the City of Sand Springs lockout/tag out program in the safety manual and Regulations set forth by the Department of Labor, OSHA regulations, 29 CFR 1910.147,control of hazardous energy sources (Lockout/tagout) standard. This procedure is a living text and can change as policy or regulations change to ensure the safety for all.

Updated August 2009

Facilities Management

1070 Lockout/Tag out

Standard Operating Procedures

The intent of this procedure is to comply with the City of Sand Springs lockout/tag out program in the safety manual and Regulations set forth by the Department of Labor, OSHA regulations, 29 CFR 1910.147,control of hazardous energy sources (Lockout/tagout) standard. This procedure is a living text and can change as policy or regulations change to ensure the safety for all.

All Lockout/tag out events shall be so noted on the work order by the word **LOCKOUT** in the comment section of the work order. Each work order shall contain information such as: Start date, completion date, employee name, hours and what was repaired.

All lockout/ tag out events lasting longer (long term) than their shift shall be placed in the hold file marked "**LOCKOUTS"** located in the superintendent's office so this information can be known and shared as the need arises.

All Facilities Management maintenance personnel are authorized to install lockout/tag out devises on the equipment they are working on to ensure their and/or others personal safety, Even if it is not covered under these procedures. The only person authorized to remove the lockout/tag out devise is the person or supervisor of the person who installed the lockout/tag out devise.

Each Facilities Management maintenance personnel shall be issued their own lock out kit, Consisting of the Kit Box, that is to be stored on their truck except when in use and labeled with the trucks unit number; three pad locks with the word SAFETY stamped in red, one each of circuit breaker pad lock, hasp, snap-on hasp, and a wall switch lockout; five circuit breaker lockouts; and twelve lockout tags and nylon cable ties. Each Lockout tags will be permanently labeled in blue with the employees name and department.

Upon completion of repairs requiring lockout/tag out devises, all of the authorized personnel will remove their lock and tag from the from the lockout/tag out device and write a statement of completion on the work order, where it is then turned into the Facilities Management office entered into the computer and filed.

Assisting other city departments a Facilities Management work order is still required to be completed with our lockout information even if we are following their specific lockout/tagout standard operating procedures.

1070 Lockout/Tag out

Standard Operating Procedures

Specific procedural content list:

Sop -1070 Policies

Sop: -1071, Electrical (**hand – off – automati**c) or HOA switch

Sop -1072 Electrical (**motor control center)** or MCC **without** a main disconnect in the MCC

Sop -1073 Electrical (**motor control center**) or MCC **with** Main disconnect located in the MCC

Sop: -1074 Electrical where **Auxiliary Generators** are in service

Sop -1075 Air systems

Sop -1076 Water systems

Sop -1077 Hydraulic systems

Facilities Management
1071 Electrical HOA switch Lockout/Tag out

Standard Operating Procedures

Before locking out any electrical disconnect the following procedure must be followed.

Electrical maintenance on (Hand-off-Automatic) HOA switch

- First, test the voltage on the downstream side of the disconnecting means
- Put the disconnect in the “off ”position and test the same locations for the absence of voltage.
- Finding no voltage, you can now install your lockout device and the proper identifying tag.
- Now put the HOA (**H**and, **O**ff, **A**utomatic) switch in the “off ”position.
- Test for possible voltage at the equipment, before proceeding, finding no voltage you can continue. After the desired maintenance is complete, the electric service can be restored by the following procedure.
- First, do a visual inspection of the entire area, making sure all personnel are out of harms way and making sure no other lockout/tag out devices are in place.
- Now, knowing it is safe to re-energize, you will remove the identifying tag and unlock the device. (Always make sure the HOA switch is in the “off ” position before proceeding.)
- Put the disconnect back in the “on” position and manually test equipment with the HOA switch, then, place the HOA switch in the normal operation position.

If equipment is not back in operation before you leave the area you shall identify the problem on the work order. This shall include all equipment that is affected, date, time, and employee who has the lock out device in place. If an Emergency makes it necessary to put the equipment back in service, the employee with the lockout device in place must be notified for instructions. In the event that this employee can’t be reached, you must contact the supervisor in charge of that employee.

Facilities Management
1072 Motor Control Center Lockout/Tag out without a disconnect in the MCC

Standard Operating Procedures

Motor Control Center (MCC) can be de-energized only by following this lockout procedure.

- Locate the main disconnect adjacent to the meter. Test the voltage on the downstream side of the disconnect.
- Put the disconnect in the off position and test for voltage on the downstream side of the disconnect.
- Finding an absence of voltage, you can now install your lockout/tag out device and the proper identifying tag.

With this lockout/tag out device in place you can now perform the necessary maintenance (making sure that all mains and HOAs are in the off position) In the motor control center, always test for foreign voltage in the cubicles that you will be working in before you proceed. Finding the cubicle free of voltage, you can continue.

When maintenance or repairs are complete, the MCC can be re-energized only by following this procedure.

- Do a visual inspection of the entire area, making sure all personnel are out of harms way and make sure no other lockout/ tag out devices are in place. Make sure all mains and HOAS are in the “off ” position.
- Now knowing it is safe to re-energize, you will remove the identifying tag and lockout device.
- Put the disconnect back in the “on” position. Put the mains back in the “on” position.

Now, test the MCC manually with the HOA switches. Finding no problems, you can put the HOA switches in the normal operating position.

Facilities Management
1073 Motor Control Center Lockout/Tag out
With main in the MCC

Standard Operating Procedures

- Locate the main in the MCC and test the voltage on the downstream side of main disconnect.

- Put the disconnect in the “off ”position and test for voltage on the downstream side of the disconnect.

- Finding an absence of voltage, you **can now** install your Lockout/tag out devise and the proper identifying tag. With this lockout/tag out device in place, you can make necessary maintenance downstream of the main disconnect in the MCC, making sure that all mains and HOAs are in the “off “position. **At this time, you <u>CAN NOT</u> work on anything between the meter and the main disconnect**.

In the Motor Control Center, always test for foreign voltage in the cubicle that you will be working in before you proceed. Finding the cubicle free of voltage, you can continue.

When maintenance or repairs are complete, the MCC can be re-energized only by following this procedure:

- Do a visual inspection of the entire area, making sure all personnel are out of harm’s way and making sure no other lockout/tag out devices are in place. Make sure all mains and HOAs are in the “off” position.
- Now knowing it is safe to re-energize, you will remove the identifying tag and lockout device.
- Put the disconnect back in the “on” position. Put the mains back in the “on” position.

Now, test the MCC manually with the HOA switches, **Finding no problems**, you can put the HOA switches in the normal operating position.

Facilities Management
1074 Auxiliary Generators Lockout/Tag out

Standard Operating Procedures

Electrical lockout/tag out procedures where auxiliary generators are in use.

- First, disable the generator by turning the on/off switch to the “off ” position.
- Locate the generator disconnect switch and put it in the “off” position and install the proper lockout/tag out device with the proper identifying tag.
- Now, refer to the electrical lockout/tag out procedure for the type of equipment you are repairing.

1075 Air System Lockout/Tag out

Standard Operating Procedures

Before working on air system:

- Put the disconnecting in the **"off "** position and install the appropriate lockout/tag out device.

- Drain all the air pressure from the air reservoir. **(Leave drain open until repairs are complete.)**

- **Test the system for air pressure.** Finding no air pressure, you can proceed with your repairs.

Facilities Management
1076 Water system Lockout/Tag out

Standard Operating Procedures

Before working on water system:

- Put the water meter in the **"off "position** and install the appropriate lockout/tag out device.

- **If the system you are working on is only fed by this meter**, you can proceed with repairs.

- **If the system you are working on is pump driven**, you must de-energize the pumps and install the proper lockout/ tag out devices. With the pumps disabled, you can now proceed with your repairs.

Facilities Management
1077 Hydraulic systems Lockout/Tag out

Standard Operating Procedures

Locate and de-energize the pumps for the system and install the proper lockout/tag out devices.

- Drain the fluid back into the reservoir.
- With the pressure “off “ of the lines, you can now proceed with your repairs.

VIPS Packet.pdf

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Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, Ok 74063 (918) 245-8777

Dear VIPS Applicant:

Thank you for your interest in becoming a Volunteer in Police Service. Enclosed is an application for you. Please keep this letter, the mission statement, and the volunteer guidelines for your files, and return the completed application to:

Volunteer Coordinator
Sand Springs Police Department
602 W. Morrow Rd.
Sand Springs, OK 74063

The Sand Springs Police Department Volunteers in Police Service Program (VIPS) emphasizes service to the community as a whole. Volunteers assist officers in tasks that are ongoing and necessary to the police mission. Confidentiality is imperative and all potential volunteers are subject to a background investigation prior to acceptance.

A general knowledge of office procedures is helpful but not necessary. On the job training will be provided. Volunteers assist department personnel as needed. Assignments of volunteers will usually be to augment the Patrol Division, but volunteers may be assigned to other areas within the Department as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department. All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

After your application has been processed, you will be called to set up an appointment for an interview. Again, thank you for your interest in VIPS.

Sincerely,

Volunteer Coordinator
Sand Springs Police Department

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

MISSION STATEMENT

- It is the mission of the Volunteers In Police Service (VIPS) to assist the Sand Springs Police Department in any way deemed needed and necessary to enable sworn officers to fulfill their assigned duties in service to the community.

- We as VIPS believe we can accomplish this mission by performing assigned tasks wherever needed.

- We recognize that as VIPS we would be under the direction of the officer or employees responsible in the respective work area.

- As VIPS, we also recognize that all information we acquire while on duty is to be kept confidential.

- Our goal as VIPS is to perform our duties in such a way that we are able to gain and maintain the approval and trust of those with whom we work.

- We as VIPS, in agreement with the Sand Springs Police Department, will respect and practice sensitivity and understanding of the cultural and ethnic diversity of the City of Sand Springs and of those with whom we work.

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

GUIDELINES

PURPOSE:

To specify procedures, rules, and regulations that guide the overall operation of the Sand Springs Police Department's Volunteers In Police Service (VIPS) program. Volunteers provide valuable and necessary additional services to the Sand Springs Police Department though the Volunteer In Police Service program. In order to maximize the productivity of this program, the following procedures and regulations are established.

ELIGIBILITY:

1. Being at least 18 years of age.
2. Possession of a valid driver license if the position requires vehicle operation.
3. Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.
4. No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
5. No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.
6. No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.
7. Ability to meet physical requirements reasonably appropriate to the assignment.
8. A personal background history and character suitable for a person representing the Department, as validated by a background investigation

APPLICATION:

Volunteer applicants must complete an application/background questionnaire and submit it to the Sand Springs Police Department.

- Background investigations will be conducted on each of the volunteer applicants.
- The the volunteer may be interviewed by the background investigator, or other department staff.

ASSIGNMENTS:

Volunteers are not expected to work on days that have been designated as holidays by the City of Sand Springs.

- Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.
- No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.
- All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.
- Volunteers serve at the discretion of the Chief of Police.

CONDUCT IN PERFORMING:

All organizations have guidelines they follow to provide for order and management. A volunteer's work for the Sand Springs Police Department entails the same responsibilities as required of all Sand Springs Police Department Employees.

- Volunteers In Police Service are not sworn police officers, and will not conduct theirselves as such, at any time.
- Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.
- Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.
- Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments
- Volunteers shall treat all information that they receive from reports, officers, or victims as confidential.
- Volunteers shall not use their association with the Sand Springs Police Department to seek favors for themselves or others.
- Volunteers shall not discuss any aspect of a crime or an investigation with any person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating officer or a supervisor.
- Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. Grave infractions shall be brought to the direct attention of the Chief of Police.

RIDE ALONG PRIVILEGES:

Volunteers, may participate in the Ride Along Program upon completion of a Citizen Ride Along Hold Harmless Agreement.

DISMISSAL:

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause.

Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

Volunteers, like all Sand Springs Police Department employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the department.

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

APPLICATION

(Please print or type)

PERSONAL INFORMATION:			
Last Name	First Name		Middle
Home Address			
City, State			Zip Code
Date of Birth	Age	Sex M F	Social Security Number
Place of Birth (City, State, Country)			
Other names used			Home Phone
Cell/Pager			Work Phone
Email Address (if applicable)			
Previous Address(s) Last 5 years			
Do you have insured transportation? Yes No			
EDUCATION BACKGROUND AND MILITARY EXPERIENCE:			
Please indicate the highest level of education completed:			
High School		College	
Degrees or certificates earned			
Military Service Branch			
Rank	Time Served		Date Discharged
Do you speak or read a foreign language? Yes No Which one(s)?			

CRIMINAL HISTORY AND DRIVING RECORD:

Oklahoma Drivers License Number

Has your license ever been suspended or revoked? □ Yes □ No

Traffic citations and accidents for the last 5 years:

Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony, other than traffic, either as an adult or juvenile? □ Yes □ No

Have you ever been convicted of a crime? □ Yes □ No

If yes, please explain:

If yes, list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.

Date	Agency or Court	Charge
Sentence		Disposition
Date	Agency or Court	Charge
Sentence		Disposition
Date	Agency or Court	Charge
Sentence		Disposition

REFERENCES:

DO NOT USE FAMILY MEMBERS AS REFERENCES. List 3 individuals you have known for at least 5 years. Please list name, complete address, and telephone number.

Name	Phone
Street Address, City, State, Zip Code	Email
Name	Phone
Street Address, City, State, Zip Code	Email
Name	Phone
Street Address, City, State, Zip Code	Email

EMPLOYER HISTORY: (Please fill out completely) List employment for the last 5 years beginning with the most recent.	
Firm Name, Supervisor	Date of Employment
Street Address, City, State, Zip Code	
Firm Name, Supervisor	Date of Employment
Street Address, City, State, Zip Code	
Firm Name, Supervisor	Date of Employment
Street Address, City, State, Zip Code	
Firm Name, Supervisor	Date of Employment
Street Address, City, State, Zip Code	
Firm Name, Supervisor	Date of Employment
Street Address, City, State, Zip Code	

VOLUNTEER INTEREST:

How much time do you have to volunteer?

Hours available: _____

Days available:

M T W Th F Sat Sun

List any skills or interests, which would assist in placing you in an appropriate assignment. Attach additional sheets if necessary.

Please list any memberships in any community organizations and previous/present volunteer experience.

Briefly, state why you wish to volunteer your time to the Sand Springs Police Department. (Use additional sheet if necessary) **This question must be answered.**

EMERGENCY CONTACT:		
List persons to notify in case of an emergency.		
Name	Relationship	
Street Address, City, State		
Home Phone	Work Phone	Cell Phone/Pager
Name	Relationship	
Street Address, City, State		
Home Phone	Work Phone	Cell Phone/Pager

THIS SECTION FOR TRANSLATION AND INTERPRETER APPLICANTS ONLY

Are you willing to be called out any time of day if needed? ☐ Yes ☐ No

Can we call you at your place of employment if needed? ☐ Yes ☐ No

In addition to this application, please submit the enclosed Hold Harmless Agreement and a brief resume of your qualifications (language, skill level, education, etc.)

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

INFORMATION AUTHORIZATION

I understand and agree that any false statement, either verbal or written, may cause the applicant's name to be removed from the eligibility list or be cause for immediate dismissal as a volunteer with the City of Sand Springs if an appointment is/was made.

For reasons sufficient unto myself, I hereby authorize information, which may be on file in any law enforcement agency to be released to the Sand Springs Police Department anytime during my volunteer service. I request the Custodian of Records to permit any such record(s) to be copied, examined, or otherwise reviewed.

I hereby release, indemnify, and hold harmless, the Sand Springs Police Department, officers, employees, or related personnel, both individually and collectively, from any and all liability or damages of whatever kind which may at any time result to me, my heirs, executors or assignors, as a result of compliance with this Authorization to Release Information, or any attempt to comply with it.

This Authorization to Release Information serves as a waiver of any contact I may have with any organization or individual, and serves as a waiver of any and all legal communication privileges I could claim.

A copy of this authorization shall be considered as valid as the original.

_____ _____

(Signature) (Date)

_____

(Printed Name)

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of the City of Sand Springs. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Sand Springs Police Department and/or observe members of the Tulsa Police Department perform their duties. I understand that my status as a Volunteer in Police Service (VIPS) may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Sand Springs and the Sand Springs Police Department harmless. I agree to indemnify the City of Sand Springs, the Sand Springs Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

_____ _____

(Signature) (Date)

_____

(Printed Name)

CONFIDENTIALITY AGREEMENT

I have read the VIPS Guidelines and agree that I shall treat all information I receive from reports, officers, or victims as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I agree that I will not use my association with the Sand Springs Police Department to seek favors for others or myself.

_____ _____

(Signature) (Date)

_____

(Printed Name)

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

VOLUNTEER AGREEMENT

I seek the opportunity to become a volunteer for the City of Sand Springs, Oklahoma, and learn about municipal government functions through active participation in government activities. I understand that I will not be paid for my time or services, I am not officially an employee of the City of Sand Springs, and I may not represent myself as anything other than a volunteer.

I understand that in the course of my work I may obtain or be presented with confidential information, particularly during any work within the Sand Springs Police Department. I agree to keep confidential any and all knowledge I may have regarding any cases, prisoners, victims, or any other information of any kind. I understand that violation of this agreement could jeopardize an investigation as well as the safety of me and/or others. I will not discuss any aspect of the department's work with anyone other than department personnel.

I understand that only official representatives of the City of Sand Springs are authorized to make statements to the media, and I agree not to make any statements to the media concerning information I have obtained during or as a result of my volunteer work.

In consideration of this opportunity, I acknowledge, understand, and accept all risks that I may be exposed to during the course of my volunteer work. I agree on behalf of myself, my family, and my heirs, to waive any and all claims, causes of action, and/or damages of any kind or nature, including but not limited to any unforeseen personal injury, including death, animal attack, or other losses or damages, against the City of Sand Springs, Oklahoma, its employees, agents, or Officers, which may arise out of or in connection with any aspect of my volunteer work for the City of Sand Springs, Oklahoma.

I am seeking the opportunity to become a volunteer for the city of Sand Springs voluntarily, and no promises, agreements, or other inducements have been made. I understand that the City of Sand Springs will rely on this statement by me, and that the terms of this agreement are contractual in nature, and specifically designed to protect the City of Sand Springs its employees, agents, and officers. I understand that I may terminate my agreement at any time, and that the City may do the same.

I have read and understand the above statement. I have obtained any legal advice I may need prior to signing this document, and I sign this document freely and voluntarily.

_____ _____
(Signature) (Date)

_____
(Printed Name)

STATE OF OKLAHOMA}
} SS
COUNTY OF TULSA }

On this _____ day of the month of _____, 20_____

Before me personally appeared _____,

Known to me to be the person named herein and who executed the foregoing INFORMATION AUTHORIZATION, LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT, CONFINDENTIALITY AGREEMENT, AND VOLUNTEER AGREEMENT and who acknowledged to me that he/she knowingly and voluntarily executed the same.

Notary public: _____

My commission number: _____ expires: _____

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

AFFIDAVIT FOR DATA SECURITY

I acknowledge that I have been authorized by the City of Sand Springs to access computer data files for the sole purpose of conducting City business. I understand that certain information available to me is confidential in nature and can only be released to authorized persons or agencies.

I have received and read the Oklahoma Computer Crimes Act and agree not to use this information in an unlawful manner. I understand that violating this privilege will subject me to disciplinary action, termination and/or criminal prosecution.

I understand and acknowledge that any and all access code numbers and passwords issued to me are considered highly sensitive and I agree to keep them secret and to take all measures necessary to secure such information. I specifically agree not to make this information available to any unauthorized person for any reason.

As an authorized user of these data files, I accept the responsibility for reports and output generated for my use in any form or containing any information from these data files.

I acknowledge, understand and accept these responsibilities and the authorization hereby entrusted to me.

_____ _____

(Signature) (Date)

_____

(Name - Print)

_____

(Approval Signature)

VIPS Coordinator

(Title)

ATTACHMENT: **Oklahoma Computer Crimes Act**

Volunteers In Police Service (VIPS)

Sand Springs Police Department 602 W. Morrow Rd. Sand Springs, OK 74063 • (918) 245-8777

Update Information

Name:	
Address:	
City:	
State:	
Zip Code:	
Home Phone:	
Cell Phone:	
Work Phone:	
City Email Address:	
Personal Email Address:	
VIPS Start Date:	
Work Location:	
Supervisor:	
Emergency Contact:	
(Name/Number)	
Shirt Size	
DUE TO GRANT THE FOLLOWING INFORMATION	**REQUIREMENTS, MUST BE PROVIDED.**
BIRTHDATE:	
VETERAN STATUS:	YES NO
GENDER:	MALE FEMALE

VXR.JPG

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DVIS Info.pdf

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TRACIS
TULSA REGIONAL AUTOMATED CRIME INFORMATION SYSTEM

SAND SPRINGS POLICE DEPARTMENT

VICTIMS RIGHTS INFORMATION

COMPLAINT NUMBER

PAGE OF

OKLAHOMA CRIME VICTIM NOTIFICATION

Injured victims of violent crimes or dependents of deceased victims may be eligible to receive up to $10,000.00 from the **OKLAHOMA CRIME VICTIMS COMPENSATION BOARD** for medical expenses, income loss, replacement services, and funeral expenses resulting from the crime (property loss not covered).

OKLAHOMA CRIME VICTIMS COMPENSATION BOARD can be reached at:

www.okvictimscomp.com
1-800-745-6098 or by contacting your local District Attorney's Office

VICTIM RIGHTS

1.The right to request protection from any harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available.
2.The right to request that charges be pressed against your assailant.
3.The right to be informed of financial assistance and other social services available as a result of being a victim , including information how to apply for assistance and services.
4.The right to file a petition for a protective order, or when the domestic abuse occurs when the court is not open for business, to request an emergency protective order.
5.Victims of rape or forcible sodomy have the right to a free medical examination.

Failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant.

BENEFITS

YOU MAY QUALIFY FOR BENEFITS IF:
1.The crime resulted in death or injury, occurred in Oklahoma on or after October 19, 1981.
2.The crime was reported to law enforcement officials within 72 hours of the incident.
3.A claim for compensation is filed within one year of the date of the incident.
4.You are not the offender or accomplice.
5.Compensation would not benefit the offender or accomplice.
6.You cooperated fully with the investigation of the incident.
7.You did not contribute in any way to the injury or death.

To determine eligibility or to apply for benefits, contact: The Oklahoma Crime Victims Compensation Board or your nearest District Attorney.

STRANGULATION

What to do if you are Strangled or Choked
Strangulation is serious and can lead to stroke or death.
Most people do not have observable signs of strangulation. HOWEVER; other symptoms can indicate very serious injury inside the neck and head.
Seek care at an emergency hospital or call 911 if you experience

- Loss of Consciousness
- Vision impairment
- Pinpoint red spots in eyes, mouth or face.
- Cord or rope burns on neck
- Neck pain or swelling
- Loss of bladder control
- Mental changes, seizures
- Headaches, numbness, weakness of body
- Dizziness, loss of balance
- Trouble talking or understanding



CARE

Who should you see after being checked at the hospital or if you think you have no symptoms?
Family Safety Center 600 Civic Center #103 Tulsa, OK 74107 (918) 742-7480 OR (918) 743-5763 (after hours)

At the family safety center there is no cost for any service.

If you don't have insurance, you are likely eligible for the victim compensation Assistance. This will aid in the payment of emergency care.

24 HOUR HOTLINES

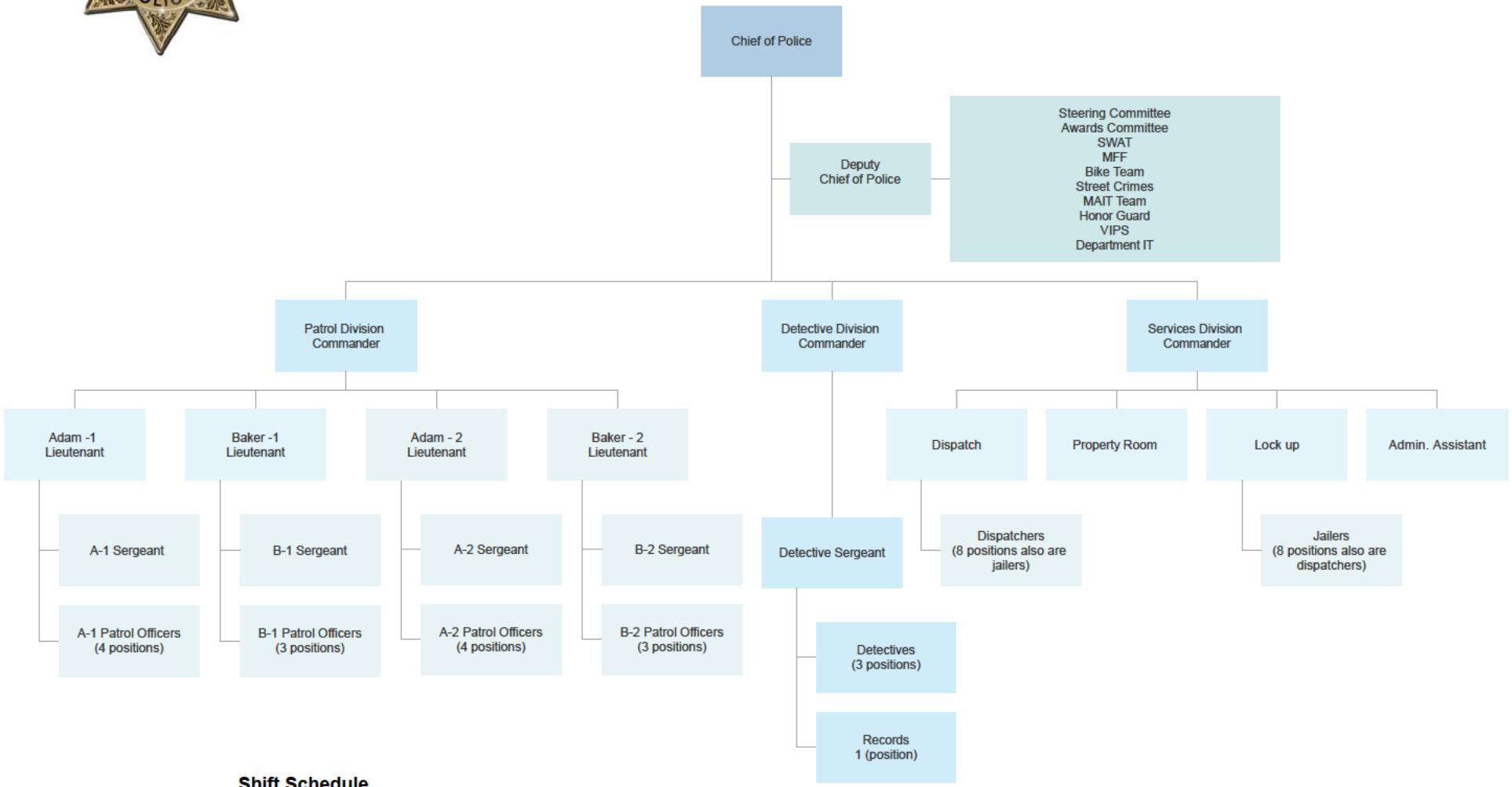
EMERGENCY 911
SAFELINE: 1-800-522-7233
Domestic Violence Intervention Services (DVIS) 918-585-3143
DVIS Voice/TDD 918-584-2328
District Attorney Victim Witness Center
918-596-4915

Call Rape 918-744-7273
DHS Child Abuse/Elder Abuse Hotline
918-584-1222
Parent Child Center 918-599-7999
Substance Abuse/Mental Health
800-522-9054
Medical Services/Crisis Intervention Help
918-836-4357

OrgChart-2021.pdf

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SAND SPRINGS POLICE DEPARTMENT LEADERSHIP ORGANIZATION CHART



Shift Schedule

A1 - Sun, Mon, Tue and every other Wed 0600 - 1800
A2 - Every other Wed, Thu, Fri and Sat 0600 - 1800
B1 - Sun, Mon, Tue and every other Wed 1800 - 0600
B2 - Every other Wed, Thu, Fri and Sat 1800 - 0600

Other Schedule

Detective Division - Mon through Fri 0800-1600 or 0700-1500
Patrol Commander - Mon, Tue, Wed and Thu 0800 - 1800
Police Admin - Mon through Fri 0800-1700
Services Division - Mon through Friday 07:00 - 15:00

Violent Offender Registration Form.pdf

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VIOLENT OFFENDER REGISTRATION FORM

Date: _____ Facility/Law Enforcement Agency: _____

Name: _____ (Last) _____ (First) _____ (Middle) _____ (DOC #)

Alias(es): _____

Offender Home Address: _____ (Street Address) (Apt. #) (City) (County) (State) (Zip)

Mailing Address (if different): _____

Offender Previous Address: _____ (Street Address) (Apt. #) (City) (County) (State) (Zip)

Day Phone Number: _____ Night Phone Number: _____

DOB: _____ (MM/DD/YYYY) DL #: _____ State: ____ FBI #: _____ OSBI #: _____

SSN: _____ Race: _____ Gender: _____ DNA: _____ Photos: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

_____
Emergency Contact Name | Street Address | Apt. # | City | State | Zip | Phone

_____ (Vehicle Make) _____ (Model) _____ (Color) _____ (Tag Number)

_____ (Student ID #:) _____ (Education Institution Name and Address)

_____ (Current Employer) _____ (Address) (City) (ST) (Zip) _____ (Phone) _____ (Start Date)

_____ (Previous Employer) _____ (Address) (City) (ST) (Zip) _____ (Phone) _____ (Dates Employed)

Are you a US Citizen? ☐ Yes ☐ No Place of birth: _____

Scars, marks, and tattoos (describe in detail): _____

_____

_____

_____

Email Address (all): _____

Social Media Accounts: _____

Conviction(s) for Violent Crimes

Offense: _____ CF #: _____

Date Convicted | Date Sentence Completed | Victim's Age

City | County | State | Name under which convicted

Offense: _____ CF #: _____

Date Convicted | Date Sentence Completed | Victim's Age

City | County | State | Name under which convicted

Offense: _____ CF #: _____

Date Convicted | Date Sentence Completed | Victim's Age

City | County | State | Name under which convicted

Offense: _____ CF #: _____

Date Convicted | Date Sentence Completed | Victim's Age

City | County | State | Name under which convicted

Incarcerations/Hospitalizations Pertaining to Above Offenses

Name of institution | Location | Date(s)

Name of institution | Location | Date(s)

Name of institution | Location | Date(s)

The information I have provided on this form is true and correct to the best of my knowledge.

Offender Signature | Date

Witness Name Printed | Position/Title | Facility/LE Agency

Witness Signature | Date

NOTE: This page must contain the offender's and witness' signature or the form will be returned for completion.

2021 Communications Center SOP.pdf

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City of Sand Springs
Communication Center
Standard Operating Procedures



Updated April 2021
By: Lt. Jody Fogleman
Fire Section by: Chief Mike Woods

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Introduction

Dispatcher Manual

Introduction

Public Safety Dispatchers perform communications duties for the Fire and Police Departments of the City of Sand Springs. They attend to the needs of lock up facility inmates, answer citizen calls for service, monitor both emergency and non-emergency, and dispatch police officers, firefighters and equipment to handle any type of situation. Communications Center personnel provide the vital first- link between citizens and the city's resources. Their performance directly contributes to the safety and well-being of the Department's officers, the city's citizens and the lock up facility inmates.

The intent of the training program is to familiarize you with the city of Sand Springs and its emergency services departments, to teach you skills and to give you information essential for properly performing the job. The intent of this manual is to organize the material to make learning easier and to standardize procedures to maximize your performance.

STRUCTURE

The training period is divided into four segments as follows:

1st segment introduction to emergency services and personnel

and jail procedures.

2nd segment telephone dispatcher training

3rd segment fire radio dispatcher training

4th segment police radio dispatcher training

Segment one lasts 1 week, segment two lasts 3 weeks and both segment three and four last 4 weeks for a total of 12 weeks. This schedule does not take into account each dispatcher's previous knowledge and experience and the length of the training may be modified at the discretion of your trainer. The over-all objective of the program is to insure that you learn all the necessary material, within a reasonable time frame.

A checklist is used by the dispatcher trainers to insure that all pertinent material is covered.

TRAINERS

Training is given by current dispatchers who have volunteered for the assignment. Each weekly segment of the training will be given by a different dispatcher, to allow you to learn from different persons and from different perspectives.

EVALUATIONS

Your trainer is responsible for evaluating your performance, using a printed form/checklist. Each day your trainer will complete one of the forms, indicating how well you performed various tasks. A narrative portion of the form permits the trainer to explain any deficiencies and problems, and any additional training he/she believes is needed. Your trainer will discuss your performance with you each day and show you the form. There is also space on the evaluation form so you may add your comments.

ORGANIZATION

The city is headed by an elected Mayor and City Council, who choose a City Manager. The Police and Fire Departments, Parking Enforcement and Animal Control comprise the Public Safety Department. The communications center operates as a service unit to the police and fire departments and is supervised by the police department.

GEOGRAPHY

While an intimate knowledge of Sand Springs's geography is not necessary for dispatching, you will often find yourself at a considerable disadvantage when questioning callers or directing field units if you don't have some familiarity with the city. It is your responsibility to study maps, street lists and place name lists to become acquainted with at least the city's streets, parks, schools, etc.

Police Considerations

During your training you will be begin learning how a police officer thinks and looks at the city. Where a citizen sees a storefront, an officer sees an easy target for burglary or an escape route after a robbery. Where a citizen sees an intersection, an officer sees a previous fatal vehicle accident. Where a citizen sees a street crowded with vehicles, an officer recognizes a stolen car and suspect.

It's important for you to understand how a police officer views the city and what aspects of it are important to police work. During your training you will talk to officers and hear their concerns. You will spend some time riding with officers on patrol, learning more about the city and how geography affects crime and law enforcement. More often, you will hear their questions and comments on the radio about geography and how it affects their patrol.

PATROL SHIFTS

Officers to the Patrol Division are assigned to one of four shifts. Patrol officers work the same shifts as dispatcher do. The basic shifts are:

Baker 1 0600 to 1800 Thu, Fri, Sat and every other Wed
Adam 1 1800 to 0600 Thu, Fri, Sat and every other Wed
Baker 2 0600 to 1800 Sun, Mon, Tue and every other Wed
Adam 2 1800 to 0600 Sun, Mon, Tue and every other Wed

For the first 15 minutes of each shift, the officers are in a Squad meeting however; calls should still be dispatched. **It is a communication center employee responsibility to dispatch a call for service, and it is a supervisors responsibility to redirect an officer or call, and the officers responsibility to report to their assigned calls**. Calls should be directed to the on-duty officers until released by the next shift.

JURISDICTION

The police department's jurisdiction lies within the city limits, including all public and private land and buildings. The police department retains the right to investigate all crimes occurring within its jurisdiction, although in some cases responsibility has been granted to other law enforcement agencies, such as OHP, OSBI, FBI etc. Crimes which occur outside of Sand Springs, but where the victim is currently in the city, may be investigated by Sand Springs as a courtesy, although the agency where the crime occurred has official responsibility.

RESPONSIBILITY

Responsibility for criminal investigation within Sand Springs is shared with several other state and federal agencies. Such responsibility may be exclusive, such as private homes and lands, overlapping, such as sharing jurisdiction for bank robberies with the FBI, or it may be outside, such as unincorporated areas within the city fence line. The following areas are examples of these shared responsibilities:

- TCC Sand Springs campus; outside, Sand Springs Police Department
- state buildings and property; outside, OHP
- federal crimes; overlapping, with the FBI
- waterways; overlapping, TCSO, and OHP

POLICY AND PROCEDURES

The policy and procedures of the police department govern the communications center and are contained in Policy and Procedure online manual. However; dispatchers are bound by both the police and fire policy and procedures as they pertain to providing emergency services. Each dispatcher must be familiar with pertinent sections of the police and fire policy and procedure manual.

In addition, many activities of the police department are regulated by State law, including operation of the jail, administration of records and the disclosure of criminal information. All Dispatchers must know these sections of the law and abide by them also.

THE LAW

The primary function of the police department is to enforce the laws which have been enacted by local, state or federal legislative bodies. Sometimes the mere presence of an officer will suffice to enforce the law. Other times physical force and/or an arrest must be made. In some cases the officer merely documents the situation and forwards the report to the district attorney for review for possible prosecution.

THE CRIMINAL JUSTICE SYSTEM

Sand Springs operates a city police department and enforces laws written at the local, state and federal level. Prosecution of criminals is done on a county basis, by a Sand Springs Municipal Court and the County District Attorney. Violations of Federal law are prosecuted by the U.S. District Attorney and the Federal Courts.

If and when a criminal is convicted, they are sent either to a county jail facility for misdemeanors or to a state facility for felonies.

Procedures

The system of handling criminal matters is very organized, both in law and in decisions reached by the courts. In most cases, the first contact is by the police department patrol officer, who investigates the immediate circumstances of the incident and prepares a report which is forwarded to the Detective Division for more in-depth follow-up. The patrol officer may make an immediate arrest if sufficient evidence is available or an arrest may be made later by the detectives, who must obtain a warrant from a judge for the suspect.

At the point when the police believe they have sufficient evidence of a crime and the identity of the person(s) responsible, they send their report to the district attorney, who reads the report, decides what crimes have been violated and if a prosecution is possible. If no one is in custody, the district attorney may seek a warrant for the responsible person and have it served by the police department.

Meanwhile, for state charges if a suspect is in custody, he/she may be eligible for bail or release on his/her own recognizance (OR). In either case, the suspect promises to appear in court at the appointed time or forfeit the amount of bail. If the person remains in custody, they must appear before a judge within 48 hours. At this first appearance the judge formally notifies the accused of the charges and settles the question of bail and OR and then sets a date for the preliminary hearing on the matter.

At the preliminary hearing, the district attorney attempts to convince the presiding judge that there is sufficient evidence to prove that a crime was committed and that the accused is responsible. If the district attorney is successful, the accused is bound over for trial.

In practical fact, many cases are settled at or before the preliminary hearing stage, either by a plea bargain or by the accused pleading guilty and accepting the court's punishment. However, the accused may choose to plead "not guilty" and participate in a full preliminary hearing and trial.

CIVIL VS. CRIMINAL

The Police Department is concerned with a relatively narrow portion of the law --that pertaining to criminal conduct. The area of civil law is not formally handled by the police department, but rather thru lawyers and the courts. However, many times incidents reported to the police will fall into both areas and police officers must respond to sort out the situation and handle the criminal matter. Other times the dispatcher will recognize that the incident is strictly civil and will refer the caller to competent legal assistance.

It is vital for the dispatcher to know the organization of the criminal laws and what constitutes possible criminal conduct. Citizens report every possible situation and request the police department's help. It's up to the dispatcher to screen out the incidents which the police cannot handle and to send assistance to those with criminal problems. Often it will be impossible to determine the exact nature of the incident and you will dispatch an officer to make the final determination. If you have any doubts or concerns contact a street supervisor for their advice, or if unavailable send an officer to the location. It is always best to error on the side of caution than to not give services to those who require it.

CITY ORDINANCES

The City of Sand Springs enacts laws in the form of city ordinances passed by the city elected council. Most ordinances pertain to situations and locations specific to Sand Springs, and they don't overlap state or Federal laws.

STATE STATUTES

State laws are collected into "statutes", each pertaining to a single, related topic as follows:

- Criminal statutes - laws of conduct
- Vehicle statutes - vehicles, state highways
- Health & Safety - drugs, food, fireworks
- Welfare & Institutions - child welfare
- Fish & Game - wildlife, fishing

Within each code, separate sections deal with a specific crime and detail the elements of the offense and its punishment.

FEDERAL LAW

While Sand Springs has jurisdiction for all laws, enforcement of Federal law is usually handled by Federal agencies such as the FBI, Drug Enforcement Administration, Secret Service, etc. In certain cases, Sand Springs officers will handle cases involving violations of U.S. laws and forward copies to the appropriate agencies, such as forgery of U.S. currency. Other times, a Federal agency may respond and directly assist Sand Springs with the investigation, such as the FBI and bank robberies.

While you are not required to be familiar with specific sections of U.S. law, you should be able to recognize violations as described by callers. Incidents involving counterfeit money, forgery of any Federal document, assault of government employees or a crime on U.S. property may require notification of Federal agencies. If you have any question as to whether a Federal law is involved or who to notify, consult your supervisor.


Sand Springs
OKLAHOMA
SAND SPRINGS
POLICE
SAND SPRINGS
FIRE DEPT.
9 1 1
EMERGENCY

Call Taking

Call-Taking

VOICE QUALITY

You should speak slowly and clearly on the telephone and with adequate volume. If callers cannot hear or understand you, you will have to repeat your questions, which wastes time.

Your voice should project authority and knowledge, backed up by a certainty of what you are telling the caller. If you are hesitant or seem unsure, the caller will probably question your answers or your ability to help.

Use plain, everyday language with the public--never use the Ten Code, legal terms or law enforcement jargon.

TELEPHONE GREETING

Because all calls to the communication center are potential emergencies, you must promptly answer all incoming calls. If you are not able to immediately handle the call because of other incoming calls, radio traffic, etc., ask the caller "Do you have an emergency?" If the caller says "No", tell them "Please, hold." If the caller indicates they have an emergency, ask them "What is the emergency?", then proceed to handle it if necessary.

Different telephone lines are answered somewhat differently. For review, this is the way you should answer incoming lines:

- Land lines - "Sand Springs Police and Fire"
- 911 "Sand Springs 911 what is the address of your emergency"

ANSWERING PRIORITY

The possibility of capturing a criminal decreases as the response time increases. A response to emergency medical calls must be made within four minutes, as that is when the irreversible effects of a heart stoppage begin. Response to fires must also be rapid. Therefore, a response to an emergency calls must be made as soon as possible. For this reason, calls received on the 911 emergency lines shall always receive top priority over other communication center activity.

Dispatchers must answer all emergency line calls immediately and determine if an emergency exists. If so, handle the call. If not, ask the caller to hold or transfer them to the appropriate department, agency or person. If other calls are "ringing in" while you are handling a non-emergency call, you should ask the person "Please, hold," put the person on hold and answer the other incoming call. Ask the caller "Do you have an emergency?" If they say "No," you should then return to the holding call as soon as possible. You

should not answer calls by simply saying "Please hold" and putting the caller on hold. You must determine the priority of each call by asking each caller, "Do you have an emergency?"

If you put a caller on hold after obtaining some information about their problem, remember or write down the information so they won't have to start over when you return to them.

ETIQUETTE

When dealing with all callers, you are required to maintain a polite and friendly tone. You are not expected to tolerate profanity or other verbal abuse from callers, but neither are you permitted to be profane or verbally abusive to them. If the caller has a legitimate request of the police department, dispatch an officer and do not become involved in an argument. If the caller clearly does not have a police department problem but persists on talking, refer them to the proper agency and then say that you have other calls to answer.

If you determine that you cannot provide a service to a caller, explain to them why you can't. Tell them the department's policy on the subject, that the nature of the incident is handled by another agency, etc. Never simply tell a caller "We can't do that." Tell them why, too.

You should use the person's name when addressing them, especially if you must put them on HOLD. This will impress the person that you have not forgotten them and that you remember their call.

You should always maintain a business-like attitude when taking calls, even if the situation seems humorous or funny. You should sound sympathetic and never make light of a caller's situation. Don't make jokes or relate funny stories to illustrate a point the caller may not get your punch line. If the caller comments that the situation is funny or odd, you might agree with them, but never make them feel foolish.

You shall not make remarks critical of any race, class or group of people. The Police and Fire Department provide service to anyone who has a proper need, without regard to other factors.

You should not attempt to educate a caller in terminology or the law--you may just make the caller feel dumb or start an argument. For example, if a caller says they've been "robbed," don't feel compelled explain that it's really a burglary. Instead...

"Someone broke into your house while you were gone?"

"Yes."

"We can send an officer out to take a burglary report. What is your address?"

You are required to give your last name or operator number to any citizen who requests it. Many abusive callers try to put the dispatcher on the defensive by asking for their name. If the dispatcher refuses, the caller then takes advantage of the dispatcher's defensive position to make further complaints. The easiest way to handle these callers is to immediately give your name and to offer to connect the caller to a supervisor to resolve any complaint.

If a caller is upset, hysterical, hostile or angry, tell them "I understand that you're angry (upset, etc.) about this, but I need to ask you some questions so that an officer can respond. What is your address?...." This will demonstrate that you understand the situation, that you intend to send assistance and need to obtain certain information to do it.

If the caller is abusive and it's obvious you cannot interact with them, ask them to hold and refer the call to another dispatcher. In most cases, "double teaming" with another dispatcher will resolve the initial conflict.

Many times, a sincerely-made apology for a dispatch delay, previous misunderstanding or another dispatcher's actions will satisfy the caller and put the call "back on track." You should never feel defensive about admitting a previous mistake. Apologize, give them the correct information and then move on to helping them with their problem.

You may receive complaints from citizens concerning your courtesy or handling of their telephone call. You are subject to discipline for verified complaints, including oral or written reprimands or days off without pay.

CONTROL OF CONVERSATION

It's important that you maintain control of all telephone conversations, so that you obtain all the necessary information in the least amount of time. Talkative or insistent callers are difficult to question and may take a longer time to handle.

The caller usually knows what occurred, but not how to report it to the police. It's up to you to direct the caller's knowledge into meaningful answers. You may tell the person "Slow down for a moment. Let me ask you some questions," or "Take a deep breath, sir, and let me ask you some questions." Anything that will momentarily divert them, yet let them know that you are going to help them, will assist in maintaining control.

The most effective tactic is asking short, specific questions, such as their name, address, telephone number, where they are, etc. The questions should obtain relevant information and should maintain a "flow" free of interruptions. If you pause too long or become sidetracked with other duties, control of the conversation will end and you'll have to re-establish it.

FOREIGN LANGUAGE CALLERS

If a caller on an emergency line does not speak English, you must have the conversation translated. If the call is on 911 and the caller speaks a language other than English transfer them to the language line, you must stay on the line while the translator obtains the necessary information and relays it to you. NOTE: The language line is located under dial directory in helplines

COLLECT CALLS

The fire and police departments do not accept collect calls from citizens except in extraordinary circumstances. If an operator calls and asks if you will accept a collect call from a citizen, tell them, "This is the Sand Springs Police and Fire Department. We can't accept collect calls. If the caller is in Sand Springs and has an emergency, tell them to hang up and dial nine-one-one."

You may accept collect calls from a police officer or firefighter, whether on-duty or not. However, it's expected that such calls would only be made for urgent matters. If you accept a collect call and believe that it was for a routine purpose, notify your supervisor.

In certain situations, the police or fire department administration will prearrange acceptance of collect calls from department members who are out of the city. In these cases, you will be given the names of those persons from whom you may accept collect calls.

CHRONIC CALLERS

Each call to the police department should be carefully screened, even those from persons who call very frequently with non-dispatch incidents. Chronic callers can and do have legitimate requests of the police. You must question them each time to determine the situation before you dispose of the call.

You should ask specific questions of the chronic caller to learn what the problem is and if it's one the police handle. If the caller does not describe a problem, tell them "That's not handled by the police" and that you have other calls to answer. If the caller describes a problem handled by another government agency, give them the telephone number and ask them to call.

CALLS FROM JUVENILES/ELDERLY

You should be particularly sensitive to calls from children and the elderly. They may initially seem confused as to why they're calling and may not express themselves completely. Never assume that they are merely pranksters or senile. You must ask specific questions to find out why they are calling the police department.

Always obtain a child's name, address and telephone number first. Use their name when talking to them. You may ask them "Is your mother or father there?", but be aware that they may be calling about a problem involving their parents and won't want to give the telephone to them.

You may have to talk to an elderly person for several minutes to obtain sufficient information. Details such as where they live (a rest home, hotel, hospital?), if they are alone, and the location of persons they might mention will give clues to why they are calling.

If you have any doubt as to the welfare of a child or elderly person, complete an appropriate CAD call--fire, medical or police--explaining the circumstances of the call.

INCOMPLETE TELEPHONE CALLS

On occasion a caller will hang up, be disconnected or simply drop the telephone before giving you all the information you need. This may be due to a medical problem, panic or an accident. Never assume that incomplete calls are pranks or persons reaching a wrong number. From the information you were able to obtain, you must then decide whether an emergency actually exists. If so and the caller was able to give you a location, dispatch normally. If you have no location but do have a telephone number, start the tracing procedures. If the caller hung up, try to call them back to obtain more information. NOTE: When tracing in order to ping a phone you must be able to articulate what the emergency is.

In all cases, you are required to diligently follow-up on incomplete calls, as follows:

--if no one is on the line when you answer, and

+the phone number is displayed on 911, then call back

+the phone number is not displayed, then take no action

--if caller hangs up while talking, then call back

+if no answer, decide based on the information you were able to obtain initially

--if interrupted while talking and you have...

+address, then dispatch normally

+no address, (can be entered manually) start tracing operation

Remember that a caller may have been interrupted by the very fire or medical problem that caused them to call for assistance. Never assume that the call was malicious or false.

911 CALLS

Upon taking a call on 911, you should immediately scan the display for the caller's address and telephone number. If no information is displayed request the address of where the emergency is, and start normal dispatching procedures. If the caller is reporting an emergency in another jurisdiction, transfer them to the proper agency.

Whenever the primary 911 answering point is busy or not functioning, the 911 system will route the call to a designated, adjacent agency (ours is Sapulpa PD). If you receive a call and the call has been automatically routed to Sand Springs. You should attempt to transfer the caller to the proper agency. If you cannot, take the information and relay it to the proper agency.

Lastly, do not rely on the address information displayed on the screen. Always ask the caller their address. The telephone number is electronically derived and is always correct, unless there is a major equipment problem. However, the address information is based on entries made by AT&T and may have been changed or entered in error, or may not be the location of where the emergency is actually at.

RECAP

- Answer telephone calls within 3 rings if possible
- Answer with the appropriate phrase, give your name /ID number if requested.
- Listen attentively and ask questions politely
- Use Mr., Mrs. or Ms. with the caller's name
- Use "Thank you" and "You're welcome"
- Don't put the caller on hold for more than 60 seconds at a time
- When you come back on the line after holding, say, "Thank you for holding"
- Determine if the call requires a police/fire dispatch, is for another unit or another city agency
- If a transfer is required, give the caller the extension or number, and say "I'll transfer you"
- Determine and give the proper advice if no dispatch is required
- If a dispatch is required, ask all appropriate questions and enter into CAD
- Obtain full descriptions and locations so that field units will have no unanswered questions
- Near the end of the call, ask the caller, "Is there anything else I can help you with?"
- If a dispatch will be made, tell caller, "We'll have an officer come out and speak to you,"
- Offer your ID number/name without question when asked,
- Refer callers to your supervisor when asked
- If an officer is not enroute to the call for more than 30 minutes, call the citizen back with an explanation, ask if service is still required/desired; restate that police/fire will respond

Call Taker

The first level of communications center personnel are the call takers. The primary duty of call taking is to answer telephone inquiries from the public, take incident information from them, and enter it into CAD. However, they also perform many other duties to assist the police officers and firefighters, such as telephoning citizens, tow companies and utilities.

When you are Call Taking you will handle all types of incoming telephone calls--administrative, emergency, police and fire. The following section describes the responsibilities of call taking.

GENERAL DUTIES

While taking calls your main duty is to answer incoming telephone calls, record citizen complaints in the CAD system cards and to dispatch emergency services as needed. You will also monitor the radio channels for requests from field officers, maintain the municipal Jail facilities, as well as other duties.

ACCURACY

It is vital to the safety of each officer on the street that you be accurate in your work. This is especially true when taking information from callers reporting crimes and suspects. The suspect description you broadcast could be used by an officer in the field to detain a suspect, search a vehicle or to use deadly force. The consequences of being careless could be disastrous.

When receiving calls, it is essential that your listen and hear everything that the person is saying. It takes a bit of practice to listen and write at the same time--and to do both tasks well. Don't make assumptions from the callers statements. Let the statements speak for themselves and then ask questions that clarify the caller's statements. For instance, if a caller says that he just heard several gunshots, don't assume that the noises were gunshots. Question the caller on exactly what he heard and why he thinks they were from a firearm.

Don't let the caller use general words like "harassment," "bothering," "hanging out." Ask them, "I don't know what you mean by harassment. Exactly what is he/she doing?" Narrow down the activity by asking specific questions.

When you record the information into the CAD system, try to express the caller’s words exactly. You can't and shouldn't try to write the caller's words verbatim. But you should also not make conclusions. For example, if an alarm company telephones with an alarm and tells you "The business should be closed," don't put "Closed" on the alarm card. Write "Co. says the business should be closed."

HANDLING AGENCY

If the caller is reporting an incident which needs to be handled by a police department, you must decide if the Sand Springs Police is the proper agency and, if not, what agency does handle it.

First, Sand Springs does not usually investigate incidents which occur outside of the city limits. An exception to this rule would be when a victim is transported to Sand Springs after crimes in another jurisdiction, dispatch officers to where the caller is located and they will make the decision as to the crimes jurisdiction.

Lastly, if the caller is unsure of the location of the offense, such as lost property, the crime should be reported to the agency where the victim lives.

If you are not sure if the address given by the caller is within Sand Springs, or if the victim knows the crime location, but it's near the city line, dispatch an officer to pinpoint the exact location to determine jurisdiction. Do not argue fine points of jurisdiction over the telephone with the victim.

SCREENING

The task of the dispatcher handling police calls is to obtain the necessary information, route the caller to the proper person or agency, or to dispatch the proper emergency response. At the same time, the dispatcher screens out those calls not appropriately handled by the police department or which are not considered emergencies. To do this, the dispatcher asks a series of questions that elicit the most information in the least amount of time.

Citizens call the police department for many reasons--to report crimes, to ask legal advice, to ask directions, to ask for services provided by other city or private agencies. The dispatcher must know what services the police department provides and which they do not. Further, you must know what group within the department handles each reported situation.

It is often difficult to determine why a person is calling. The first questions you ask should seek to determine if they have a QUESTION or want to TELL you something.

Questions

Questions from citizens should be answered by the person most knowledgeable to answer them. If the question is general, simple and you know the answer, you may give the citizen the answer. If the question involves specialized knowledge and the person/detective/division head is on-duty, direct the caller to that unit. If the question is about a previously reported incident, direct the caller to the detective division or detective which handles such incidents.

A dispatcher is not permitted to give legal advice--giving a caller an opinion on the best course of action involving a legal matter. You must refer callers to an attorney for specific interpretations of the law, advice or opinions. However, you may tell a caller what provisions of the law may apply to an incident and explain police department procedures for a situation.

Information

Callers may report information about previous incidents or new incidents. If the incident has already been reported and a report taken, further information should be directed to the original handling officer or the proper detective. If the incident is new and the incident is one handled by the police, then you will complete an CAD system entry and dispatch a patrol officer to investigate and report it. Incidents not handled by the police are referred to another city or private agency.

Once you've determined the person has a situation requiring a police response, you should be able to decide what that response will be. You can now start asking specific questions to obtain the information necessary to dispatch an officer. Do not let the caller simply give you information. Ask specific questions to obtain only that information that you need.

Non-Emergency

If the caller is reporting a non-emergency situation, you must determine if it is handled by the police department. If it is, you will complete a CAD system entry and dispatch as normal. If it is not handled by the police, you will determine what public agency or private company handles the situation and refer the caller to them. When making referrals, you should give the caller the exact telephone number, address, website, email or sufficient information to accommodate their needs and request.

Emergencies

When a person telephones the police department to report an emergency, it is the first link in a chain which may ultimately lead to prison for the person responsible. The first call may also be the last call. The person's statements and demeanor may be very significant to the police officer who responds and to a prosecutor standing before a jury trying for a conviction. The dispatcher should be attentive to every word, the caller's demeanor and background noises which may give important clues as to what is happening.

If the caller has an emergency situation, you will complete a CAD system entry as detailed below and dispatch the call as required. In cases where another public safety agency has jurisdiction, such as TCSO or the OHP, you will transfer the caller and ensure that the transfer was completed.

In many cases the caller doesn't know what is happening or what to do. They simply know certain facts. In these cases, it's up to you to determine if they are reporting a crime or need some assistance. Never let the caller decide if the police or fire department is needed---judge for yourself based on the facts as described by the caller. If the caller doesn't ask for an officer or sounds like they're only asking for advice, and yet the circumstances indicate that an officer should respond, complete a CAD system entry and send one.

Take charge of the conversation at the beginning--don't simply listen to what the person is saying. Ask them questions which will quickly obtain the most useful information. While you should not echo everything they say, do repeat the address or location information so there is no misunderstanding. Ask them the following questions:

1) Where did it happen?
2) What happened?
3) Weapons involved?
4) When did it occur?
5) suspect description
6) vehicle description
7) direction of travel
8) reporting person (RP) information, including where they are now

Write down, or enter into CAD everything significant that they are saying--don't rely on your memory. If necessary, tell them to slow down, to take a deep breath and to continue telling their story.

While it is never a requirement that a caller identify themselves in order to request police service, crimes require identifiable witnesses to point out the victim, location and/or suspect. It is important to know who is calling and where they are. Ask the caller for their name. Tell them that the police need a named person to report the crime so that the police department may take direct action--make an arrest, prosecute, etc. Attempt to assure the person that they will not be identified in the field, but never tell them "You won't have to go to court." If they are reporting a crime in progress, ask them to stay where they are so that a police officer may contact them.

Telephone numbers are an important tool for the police. They permit citizens to be located if the officer cannot locate the address, to be contacted in the future for more information before dispatch and may provide valuable to investigators following up on the case. Always get the caller's telephone number. Ask for their home number in all cases. If they are not at home, ask for the number where they are, too.

Locations are important to the police, as well. A crime's location determines if it occurred in Sand Springs and what officer will respond. A precise location also means that an officer will know where go immediately or where the criminal might have fled. When you talk to a caller, find out where the crime occurred, where the caller is now, where the

suspect is and where the witnesses are now. And remember to ask if there's an apartment. Many callers don't volunteer that information.

If the person is calling on 911, you will normally have a display of their telephone number and address. However, never rely on that display for the correct address of the person calling, as telephone company records may not be completely up to date. Confirm the person's address by asking "You live at 615 N. McKinley?" In cases where a person moves and keeps the same telephone number, the telephone company records may not have been updated and the ALI will show their previous address. Reassignment of numbers also may cause confusion over the actual vs. displayed address.

In all cases, repeat the locations for the caller to verify. "You're at 7954 Parkway Blvd, number 3?" and "The people fighting are in the yellow car on the corner?"

Never assume that the incident has been previously reported--make out a CAD system entry with complete information. Even if the incident has been reported, you may be talking to the only witness who can identify those involved. So always try to obtain the caller's name, address and telephone number for every call that you handle.

LOCATIONS

The first information you should try to obtain for any incident is the location. You *cannot* enter an incident into CAD until you have entered a valid location, that is, one that CAD recognizes.

Never depend upon the 9-1-1 display for the caller's location. Ask every caller for their address. The 9-1-1 database of addresses is sometimes in error or ambiguous. You should verify the 9-1-1 caller's location to eliminate the possibility of using an incorrect location.

For purposes of responding to an emergency, it's vital to obtain the precise location where the incident occurred or is occurring--

- What's the exact street address or intersection?
- Occurring at a specific location or in the area?
- What area? West side, north side, close, far away?
- Inside or outside?
- Near what business or building?
- On the sidewalk, in a driveway, standing in a doorway, etc.?

The ability of the police officers or fire units to go *directly* to the location of an incident is a critical part of saving life’s and protecting property. You should ask sufficient questions to narrow down the location as precisely as possible.

TYPE OF INCIDENT

The next required piece of information for CAD entry is the type of activity. After hearing the caller's description of what is happening, you should select the closest appropriate CAD activity type code and enter it into CAD.

DESCRIPTIONS

An important element of police work is complete, accurate descriptions of people, vehicles and places. These descriptions are vital for locating, identifying, assisting and prosecuting the people with which the officers come into contact. The dispatchers are the important first link in obtaining these descriptions from callers who have first-hand experience.

Because descriptions are used so frequently, the form and content has been standardized to make using them easier. Its essential that you use this standard order when obtaining or giving descriptions of people or vehicles

When obtaining descriptions, take into account the circumstances of the incident and ask questions which will obtain the most useful description. For instance, if the suspect is escaping in a vehicle, don't ask for an eye color, color of pants, etc. Instead, concentrate on the vehicle description, race of the suspect and upper clothing/body description---things which could readily be seen when the person is sitting in the vehicle.

People

Consistent descriptions of persons are important, as it simplifies the officers' visualizing suspects.

race sex height weight hair eyes shaven clothing (top to bottom)

When asking about a suspect's clothing, start with the colors first and then the type or style of clothing. Generally, descriptions of clothing work from top to bottom--red hat, green shirt, blue pants and black shoes--again, to aid the officers to visualize the suspect.

Once you've finished the physical and clothing descriptions, ask the witness about a hat, glasses, tattoos or was the suspect carrying anything. Sometimes they will remember small things while talking to you just after the crime and will then forget them by the officer arrives.

Vehicles

Descriptions of vehicles should follow the following format:

- color
- make
- model
- license
- unusual, damage
- year

If the license isn't a state plate, you should make note of that on the CAD entry (i.e. paper tag, out of country etc.).

When dealing with autos you should ask exactly where it is--on the street, in a lot, etc., if it's occupied and which way it's facing. These facts will help the responding officers decide on their approach strategy.

Weapons

Never assume that weapons aren't involved because a caller doesn't mention them. Ask "Do you see any weapons?" Rely only upon what the caller sees. If they say a gun is involved, ask them "Do you see a gun?" Determine who has the weapons, where they are placed (in belt, pocket, drawer) and what they are doing with them (waving it, holding it, shooting it). Obtain the full identification of the caller for possible contact by an officer.

Don't rely solely upon the word of an anonymous caller to make a report of "man with a gun." However, don't let this prevent you from broadcasting the call. If the caller won't say who they are, ask more specific questions about the gun --what does it look like, is it a handgun or rifle, what color is it, is the person holding it in their hand or is it in a pocket? These answers, besides being helpful if there is a gun, will usually reveal whether the caller actually has seen a weapon.

CRIMES IN PROGRESS

When you receive a report of a crime in progress, it is the start of a very dangerous chain of events. Officers are sent to a unknown situation to deal with persons who may be violent or armed. The dispatcher's primary goal is safety --both for the involved citizens and the responding officers. To do this, the dispatcher must ask specific questions which obtain the necessary information and then accurately relay that information to the responding officers.

Any breakdown in communications during a crime in progress could have disastrous results. For instance, if you do not determine that weapons are involved or fail to relay the getaway car's description or direction of travel, arriving officers may be put into jeopardy. Likewise, if you misunderstand a caller's remarks and tell officers that a weapon is involved, and it is not, innocent citizens could be put in danger.

The incidents which are considered "hot calls" and which should be entered into CAD immediately are:

- civil disturbance, weapons involved
- collisions w/fatalities or major injuries
- high speed pursuit
- kidnap/hostage situation
- murder or assault with a deadly weapon, in progress
- officer needs help
- other life-threatening situations
- rape, in progress
- residential/commercial burglary, in progress
- robbery, in progress

A caller reporting a crime in progress shall be kept on the line until officers arrive. During this time, additional information should be obtained on the location, description of the suspects and their direction of flight. The information should be entered into CAD as you obtain it from the caller. If the suspect has left the scene, you may calm the caller and direct them to lock the door, stay inside, etc. When an officer makes contact with the caller, tell them to hang up and talk to the officer.

Callers are often in fear of their lives and very excited. Your initial task is to quickly obtain the location and basic information about the incident, broadcast the information on radio and keep the caller on the line until the police arrive.

Ask the caller their address, even if they call on 911 and an address is displayed. Ask them what is happening. Ask them how many persons are involved and where they are now. Tell them "Stay on the line, don't hang up." Do not put the caller on hold, but simply enter the information into CAD.

Return to the caller and tell them "Officers are on the way, but I would like you to stay on the phone with me while they are responding. You may put the phone down if you have to, but don’t hang up so that I can hear what is going on."

After the initial questions, you can then ask the caller for a more complete description, any weapons, direction of flight, vehicles seen, etc. as detailed in earlier sections of this manual.

Continue to ask the caller for more information, including where the suspect(s) are now, what they are doing, if there are any weapons involved, how may persons and their descriptions. Again, enter the information into CAD while keeping the caller on the line. Repeat this process until you have broadcast everything the caller knows.

Each time you question the caller, you obtain more specific information that narrows down the nature of the incident and the involved persons. Continue to talk to the person until the police arrive or take control of the incident.

CALL DISPOSITIONS

After hearing the caller's situation, you must determine how to handle it. Perhaps you will refer them to another police or city department. Perhaps it is a civil problem and you'll suggest they consult an attorney. Or you may decide that the police can help and you'll complete a CAD entry and dispatch an officer.

In every case, the caller should be certain of what response, if any, the police are going to make. If the situation is not handled by the police, inform the caller and tell them who does handle it and give them the telephone number if you know it. If the situation is handled by another city department, give them the extension number and attempt to transfer them, such as:

"That's something handled by Animal Control. Hold on while I transfer you to that number."

If the situation is handled by the police, tell them "We'll send an officer out to talk with and assist you."

If the situation is handled by another police agency, give the caller the number and ask them to call. If the caller is reporting an emergency, you may either transfer them (on 911 only) or take the information and relay it to the appropriate agency. Do not give emergency callers another agency's telephone number and tell them to call themselves--transfer them on 911 or relay the information yourself.

If a caller asks when the officer will respond, you should tell them only "As soon as an officer is available" and give them your most reasonable estimate of the response time. Then tell them, "However, this may change depending on what else is happening in the city." Never tell the caller "An officer will be there in 5 minutes." Too many events can occur which will change that estimate. A citizen's satisfaction with response times is related less to the actual time, than it is to the time estimated by the dispatcher. Short estimates will disappoint the caller and cause them to telephone every 15 minutes for a reason why an officer hasn't arrived.

If the caller wants to know why the response time is so indefinite, explain that several calls are pending, that priorities are constantly changing and emergency calls are dispatched first. In most cases, citizens will understand the delay if it's explained to them and they won't mind waiting.

If the caller decides that they want to postpone police service, because they cannot wait or that they want to think about it, cancel the CAD entry, it can be reopened when the caller is ready to speak with an officer at a later time. Ask the caller to re-call the police department when they return or decide to file a police report. Do not take a "reservation" for an officer to respond later. Make sure the caller realizes that they must initiate another call to obtain service. If the caller postpones service because they cannot wait for an officer now, explain that a delay is common and they should call back when they are ready to speak to an officer.

MONITORING THE RADIO

While taking telephone calls, the dispatcher should also be monitoring the radio. You should be alert to officers calling for 10-59's, requesting tows, etc., to call RP's or alarm companies or to look up information in one of the communication center files.

HANDLING SPECIFIC CALLS

It's important to obtain complete and proper information and put it in the CAD system so that the responding officers have complete information. If information is left out, it may mean a critical delay in locating the victim, losing the suspects or providing timely service to a citizen. The following sections summarize the more important pieces of information to obtain for different types of incidents and the necessary actions of the complaint dispatcher.

In most cases the dispatcher will note the information on a card and forward it to the radio dispatcher. Incidents which are considered "hot calls" are broadcast immediately on channel A, as detailed above.

Alarms

Alarms may be reported by private companies or citizens, or they may come directly to the communication center from officers in the field.

If an alarm is reported by a PRIVATE COMPANY, the dispatcher should obtain:

- name of the alarm company
- address of the alarm
- name of the business or occupants
- type of alarm or specific area covered
- whether audible or silent
- alarm company call-back telephone number if not a local company

All panic or robbery alarms are considered hot calls.

Receiving an alarm and dispatching it quickly is a team effort. If two or more dispatchers are free to handle the incoming alarm, it can be received, relayed to the patrol officers while the call is being placed to the premises.

When calling the premises, ask the person who answers "Hello. Is there a problem there?" If they sound puzzled, tell them "This is the police department." Ask them not to put you on HOLD while they determine if there is a problem. If they report a crime in progress or just prior, immediately broadcast the information to the responding units. Then return to the caller and obtain specific details.

If the person reports that there is no problem, obtain the person's name, clothing description and a specific exit point then ask them to step outside to talk to the officer who will respond to verify that the alarm was accidental.

If an audible alarm is reported by a citizen, the dispatcher should obtain:

- the name, address and telephone of the caller
- the specific location of the alarm sound
- the name of the business or occupants
- if the caller sees any activity at the premises

If the citizen sees any suspicious activity, this needs to be relayed to responding officers as soon as possible.

Officer Needs Help

Occasionally a citizen will call and say that an officer needs help or assistance. You should immediately determine the location and if the officer is asking a citizen to call for help or the citizen is only observing an incident. All such incidents are considered hot calls.

If the officer requested that the citizen call the police, you should immediately broadcast "All units, officer requests 10-41, location." The dispatcher will then take over co-ordination of responding officers. If the citizen is on-viewing an officer-involved fight or other disturbance, you should broadcast "All units, 10-24, location." The dispatcher will then attempt to identify the officer, obtain a status check from him/her and will co-ordinate further response.

Assault

Reports of assaults may be received from many sources--such as passersby on the street or by family partners from a house. The caller's relationship to the assault and the location may give you clues to the possible nature of the assault and its priority.

Callers reporting fights in domestic situations should be questioned as to who is fighting, how they are fighting and where the people are now. Many times callers will say "They're fighting" when they really mean that the people are arguing.

The presence of weapons, number of persons involved and possible injuries are very important elements when questioning callers. Descriptions of the persons involved and their direction of flight should be obtained to assist the officers in locating the combatants or the suspect fleeing the scene. Always ask if anyone needs medical attention if the altercation is physical.

Notifications

Citizens may call asking that we go to a Sand Springs location to provide notification of an urgent or emergency situation. Generally, the police will provide this service.

Obtain the caller's complete name, address and telephone number, the Sand Springs person's complete information, including telephone number. Tell the caller that we will tell the person to telephone, but that we generally won't provide a more detailed message, such as "There's been a death" or "Your grandfather has died."

Prowler

Callers reporting noises or persons in their yard may only hear or see something. Often they cannot directly attribute the noise/figure with a person. Question the caller to determine the exact nature of the noise (scratching, pounding, rattling, etc.) and the exact location, either the window, door, area or side of the house. If a person a prowler is entering or has entered the building, handle as a burglary in progress.

- name, address, telephone
- nature and location of noise, sight
- location of RP
- ask if weapons are involved (advise caller not to approach police with a weapon)

Suspicious Circumstances

Citizens report all types of events to the police when they think that something illegal is going on. Usually the event is innocent, but only personal evaluation by a police officer can determine this is so. Callers who say "I see a suspicious person/car/etc." should be questioned as to WHY they feel it is suspicious, what crime is being committed. A good description and location is necessary for the responding officers to evaluate the danger of the situation and to locate the suspicious persons/cars, etc.

- name, address, telephone, location
- location of suspicious event
- why it is suspicious/what crime is being committed
- description of person, car, house, etc.

Try to avoid simply putting "suspicious circumstance" on the CAD entry without an explanation of why it's suspicious. Explain the suspicious activity on the CAD entry as described by the caller. Write down or enter into CAD what the caller saw and let the field officers draw their own conclusions.

Reports of Gun Shots

Citizens hearing loud reports often say they hear "gunshots." Question the caller as to the location - inside/outside, in a building or on the street--and why they think it was a gunshot. Ask them if they see anything on the street -vehicles or persons - and their description. Finally, ask them how many gun shots they heard, if in groups and if they were in quick succession, what kind of gun was it? Loud report(s) accompanied by persons down or other suspicious circumstances are to be considered a hot call. Try to obtain additional suspect information and the witness' identity.

Bomb Threat

If you receive a call from someone who warns of a planted bomb, you should attempt to obtain details on the bomb from the caller, as follows:

- Where is the bomb?
- What does the bomb look like?
- When will the bomb go off?
- Why did you place the bomb?

In some cases the caller will immediately hang up after calling. Other times the caller may answer your questions. If the caller stays on the line, ask them questions about their motivation and specifically about the bomb's appearance and structure. Make short notes about the caller's race, sex, any accents or speech peculiarities. Note any background noises or identifiable sounds. You should immediately dispatch the call as described in policy and procedures for bomb threats.

Burglary

Callers reporting a burglary often use the term "robbery" instead. You should question callers carefully to determine what exactly happened--was property taken from them or was their home or auto entered? Next, you should determine when the crime occurred. Callers often consider that they were "just burglarized" when, in fact, they just discovered the crime. If the crime is occurring or just occurred, it's considered a hot call. If the crime occurred much earlier, take complete information for a normal dispatch. While it's not required, you may ask the caller the means of entry and what was taken in the burglary, then include that on the CAD entry.

Suspected Child Abuse

Occurrences of suspected child abuse may be reported many ways--by next door neighbors who want to remain anonymous, by county agencies, by schools or others. In all cases, obtain sufficient location information so that responding units may identify the residence in question. Ask if the caller knows the names and ages of those involved. Ask exactly what the caller hears or sees and how long they have observed the activity. Even with anonymous callers, this information can be important to justifying police involvement.

HAZMAT Incident

The Fire Department is in charge of all incidents involving hazardous materials (HAZMAT) within the city. The police department responds to assist with traffic and crowd control, and possible evacuation, or evidence collection and investigation if criminal in nature.

Callers reporting a HAZMAT or suspect material should be questioned as detailed in Policy and Procedures for HAZMAT incidents. If the suspect material is on a roadway or a confirmed HAZMAT situation is reported, dispatch according to normal Fire Department procedures.

Domestic Disturbance

According to FBI statistics on officer deaths, the most dangerous incident is the "domestic disturbance." Disputes involving couples or families can range from simple disagreements, to loud arguments, to out-and-out fights involving weapons.

Reports of domestic disturbances may come from neighbors who hear the disturbance or from the involved parties. In the former case, the caller usually wants to remain anonymous, while in the latter the caller almost always identifies themselves.

If the caller is a neighbor, you should ask them what they see and hear, if they know the persons' names and if they know if weapons are involved. Assure the caller that you don't need their identity, but that you still want to obtain complete information.

If the caller is involved, obtain the names of those involved, in case the officers are familiar with them. Don't ask about the source of the disturbance, because the caller may then begin a lengthy explanation of their problems. Just ask for names, the address, the telephone number, if weapons are involved, if medical attention is needed, and what exactly what the involved persons are doing now--sitting down, throwing things, waving a knife, etc.? Let them know that they may sit the phone down if needed, but not to hang up until the officers arrive.

Noise Complaint

Perhaps the most common complaint next to parking problems, the noise complaint it the result of living in an urban environment. Callers often do not want to identify themselves and are vague about the nature or location of the noise.

There are some legal remedies to noise complaints, however, these require “victim” or “RP” to file charges. In most cases, however, patrol officers can quiet noise without resorting this. Nevertheless, you should be familiar with this as officers may request the callers location/name to help rectify the situation.

Noise from barking dogs is handled by the police. An officer will respond to the location and try to talk to the reporting party and the owner of the dog. If the problem is chronic, the officer will write a report which is forwarded to the city's Animal Control office for follow-up.

- name, address, telephone
- location of noise, inside/outside, street or yard, apartment or room
- nature of noise, music, loud talking (argument?), repair work, construction, vehicle
- how long?

Vehicle Collisions

Vehicle Collisions are a common occurrence in Sand Springs, especially during rush-hour or inclement weather. When a caller reports a collision involving a vehicle, bicycle or pedestrian, you should determine the following:

- location
- description of involved vehicles
- is anyone injured?
- are all persons still at the scene?
- if not, what are the descriptions of the vehicles that left, direction?

As a matter of policy, Sand Springs investigates collisions according to the following

- All non – injury collisions occurring on public
- All injury collisions occurring on public or private lands

Note that an officer does not take a report if both parties have completely left the scene and are now at home, another city, etc. An officer will take a report if both parties are still at the scene but have simply moved their cars out of traffic, to the next intersection, etc. If a caller asks if he should have an officer take a report, tell them "If you'd like us to take a report, we'll send an officer out." Do not suggest that the persons exchange information and report it to their insurance companies--let the caller decide what they want to do.

Dead Body

If a caller reports a dead body, you should never assume that the person is dead. If there is any doubt, immediately dispatch the fire department and EMS services. Only when the caller reports a gross injury or a decomposed body may you presume that the person is dead. In most cases, the caller is a relative, neighbor or passerby and the death is from natural causes. In a few cases of homicide, what the caller says on the telephone may have significance in later investigations. You should identify the caller completely and determine the circumstances of their finding the body. Ask them their relationship to the person and when they found the body. Ask them to leave the scene and preserve it until the police arrive.

Civil Advice

In general, the police department does not handle civil law investigations--it handles only violations of criminal law. However, you will receive many questions about civil matters and sometimes it's not easy to determine where civil law ends and criminal law begins.

You may not give legal advice on the telephone, civil or criminal. However, you may give callers information on the resources available to them to handle civil matters, such as an attorney, small claims court, civil court and the various government agencies handling civil matters.

Most civil matters which the police do handle also involve a potential disturbance of the peace, such as:

- landlord-tenant disputes; especially tenant lockout, seizure of tenant property, removal of doors, turning off utilities, landlord trespass
- repossessions
- evictions; handled only by county sheriff

You should advise the caller that the police do not take reports of civil matters, to be used later by the caller in a court proceeding. Advise them that the police can only investigate any associated criminal matters, such as:

- vandalism
- violation of court order
- trespassing
- theft
- assault or battery

Lost/Found Property

There is no requirement that a person losing property make a police report, but it may be done to facilitate returning it or as an insurance requirement. Callers reporting lost property should be asked if they want an officer to contact them to take a report. Explain that you cannot simply take the information on the property. Obtain the person's complete information so they may be contacted.

If a caller reports finding property, obtain their full information and a description of the property. Determine where and when the property was recovered and under what circumstances, for example, simply found, a person threw it from an auto, someone left it in their front yard, etc. This information should be put on the CAD entry, for the incident may connect to something currently occurring.

Fire Investigation

All fires are investigated by the fire marshal. If a caller reports a fire, then the appropriate fire apparatus should be sent. If the arriving fire units request a fire investigation, then the fire marshal should be contacted, police will assist as requested or needed.

If a caller reports an extinguished fire of suspicious origin, a police and fire incident should be generated. You should indicate on the fire CAD that that the police department is responding.

Disturbing Telephone Calls

Citizens reporting annoying, obscene or threatening telephone calls should be asked if they know the caller or why they are receiving the calls. They should be asked if they want an officer to contact them and take a report of the calls or if they simply want advice.

If the citizen wants a report, obtain the information and complete a CAD entry, and dispatch. If the citizen wants advice and the annoying caller is unknown, give them the following suggestions, designed to minimize inconvenience to the citizen:

- don't answer the telephone for 1-3 days
- answer only during certain hours
- arrange a special ring signal for important callers
- change the telephone number

Advise them that tracing a call or tapping a telephone line, is done by the telephone company only at the request of the police, and then is only done only in special cases where the personal threat to the citizen is very great.

Parking Problems

Perhaps the most common complaints received at the police department pertain to parking problems. Dispatchers should be sensitive to callers with parking problems because, to the caller, the problem represents lost time, a safety issue and inconvenience.

Most of these problems (double-parked, fire hydrant, crosswalk, handicapped space) do not require a named complainant.

Because stolen vehicles are often dumped in illegal parking spaces or simply abandoned, every such vehicle should be checked for stolen by running them on the OLETS terminal in the communications center. If you are unable to contact OLETS, the computers are down, etc., inform the officer that is enroute and enter the information onto the CAD call.

NOTE: that police do not respond to parking complaints on private property where the general public is not “invited” or “expected” to be such as Apartment complex parking lots. Police will however respond to parking complaints on all public streets, lands and private lots that are open to the general public such as shopping centers.

Blocking Driveway

It is illegal to park on the street blocking a driveway. The car may be cited or towed from the street. A named complainant is required to personally point out the vehicle IF a tow is requested.

Blocking Sidewalk

Parking in driveway so as to block city sidewalk; the vehicle must be within the driveway and blocking the line of the city sidewalk.

Abandoned on Street

It is illegal to leave a vehicle parked on any street which has not moved within 24 hours. A named complainant is required to mark the vehicle make a report. After 24 hours have elapsed, an officer will re-check the vehicle to see if it has been moved. If not, the vehicle is cited and towed.

- name, address, telephone
- location of vehicle
- how long there
- vehicle description; year, make, model, color, license

Double-Parked in Street

It is illegal to park a car on a street so as to block the traffic lane. The vehicle may be cited and towed.

Tows

The City of Sand Springs contracts with towing companies to remove those vehicles cited for towable offenses. A log of all towed autos is kept in the Communications Center and all vehicles towed are entered in the state computer system. Because towing a vehicle is really confiscating the property of a person, the procedures are very specific and must be followed in each case.

If a citizen calls inquiring if a vehicle has been towed, try to determine the license number or address of the vehicle and when the vehicle was towed. Check the communications center tow log for an entry. If you find it, give the caller the telephone number of the towing company. If you cannot find an entry and the caller does not know

the license plate, tell them that you must have that information in order to determine if the car has been towed.

Vehicles towed for certain offenses cannot be released to the owner until authorized by the police, as follows:

- unregistered - proof of current vehicle registration, proof of current insurance
- stolen vehicle or detective holds - by Detective Division during office hours
- confiscation - holds can only be released by district judge

In all cases in order to pick up a release for the towed vehicle the person must bring to the department the following items:

- proof of insurance
- current registration
- state issued ID (in the name of the registered owner)

NOTE: vehicles towed by the Sand Springs Police Department will only be released to the registered owners as verified with paperwork and current 10-28 information, and then only when the registration is up to date and that the vehicle is currently insured.

Missing Persons

There are several policies that you must consider when taking calls reporting missing persons. First, there is no policy which requires a citizen to wait 24 hours before reporting a missing person. Sand Springs's policy is to consider each case individually.

Second, jurisdiction of missing person for our department an officer shall be dispatched to the call and a report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction. In questions of persons reported as missing in other jurisdictions, dispatch an officer to locations to COS for the missing individual and assure the caller that, upon request of the other agency, Sand Springs will assist with the investigation, but that primary responsibility rests with the outside agency. After explaining this, you should take a description of the person (and vehicles) and dispatch a BOLO.

Some callers simply want to know if a person has been arrested or involved in an accident. You may give them the information of adults that have been arrested and are being held in the Sand Springs Municipal jail.

If a caller wants to report a person missing, it's not up to the dispatcher to decide if the person is actually missing. Simply determine the facts regarding age and residence of the missing person, where they were last seen and any other pertinent circumstances. Tell the caller that an officer will contact them.

Callers reporting missing juveniles should be questioned about the circumstances of the disappearance to determine if the child has run away or should be considered missing. A four year-old child who disappears from a fenced backyard might be considered missing, while a 16 year-old who left the house after an argument might be considered runaway.

Welfare Check

Citizens may call to request that an officer check on the welfare of someone residing in Sand Springs. They may fear a medical or criminal problem, or the person's telephone may just be busy. You should question such callers carefully and fully to determine why they believe something is wrong.

Obtain full name, address and telephone information for both parties. Ask the victim's age and any prior medical history. Question the caller on what facts lead them to believe that something is wrong. Your questioning should narrow down the priority of the incident, not just whether the police should respond or not.

Extra Surveillance

While it's impossible to maintain surveillance on every unoccupied house or business in Sand Springs, the communications center does take requests for extra patrol from citizens. Callers making such requests should be asked the location, the reason for the surveillance, the times involved and who might have access to the premises during their absence. Advise the caller that they will need to come into the police station to fill out the needed watch order paperwork, or they may fill it out on the departments website.

Messages for Officers

If a citizen calls for an officer, first determine if the officer is currently working. If so, contact the officer on the radio and inform them of the caller and inquire if they want you to transfer the call. Officers' home telephone numbers or addresses are never given out to citizens.

If the officer is "10-6/10-7," explain to the caller that the officer is "not available" and offer to take a message. If they question further, explain that patrol officers do not have office hours or a desk where they may be reached and that the easiest way to contact an officer is by leaving a message. Once you have taken a message, send it to their MDT terminal or place it in their locker. And advise the officer once they are 10-8 about the message.

If the officer is not on-duty, offer to take a message and route it to the officer's shift box. If the caller indicates an urgency to the call, ask questions to determine who else in the department might help. In some cases callers have questions about previously reported crimes which could be answered by Detective Division personnel.

Cancellations

Many times citizens will call back to say that they no longer need police service. When this occurs, it's important to determine the nature of the original call and that the person calling is the same as the person who called.

During domestic disputes, it's common for one person to want the police and for the other person to not want them. Therefore, you may not accept a cancellation of a call for a domestic disturbance even if it is the RP.

Cancellation of response to alarms may come only from the alarm company who transmitted the alarm. You may not accept cancellations from employees or others at the scene of the alarm. This prevents criminals from breaking in and then simply telephoning the police department to cancel the alarm.

For all cancellations, display the original incident, confirm it's the same location and incident mentioned by the caller. Then enter comments to indicate who cancelled the call and why.

Officer Complaints

If a citizen calls wishing to file a complaint against any Police Department employee, you should refer them to the on duty supervisor or the Patrol Division Commander. The supervisor may have you transfer the call or take a message. If the shift the officer who is being complained on is on days off refer the caller to the Patrol Division Commander.

If a citizen wants to complain about a communications center dispatcher, if during business hours transfer them to the Services Division Commander, if not take a message or transfer them to the Services Division Commanders voice mail.

Information Broadcasts

Other police departments or officers may request that a "Be On the Lookout" (BOLO) to all units.

For all broadcasts, you must determine why the person or vehicle is wanted and what action to take if the person/vehicle is found, including arrest, stop and ID, info only, etc. As always, complete descriptions should be obtained for all vehicles and persons mentioned. The time and location of all offenses mentioned should be obtained, too.

Trespassing

When a caller reports that someone is trespassing on their property, you must quickly determine if the trespasser is a burglar or simply someone looking for a place to sleep. Sometimes the caller will be able to give you a sense of the situation. If the caller tells you that they see the person(s) in the yard and that it is a common occurrence, that he/she recognizes the persons, that they have sleeping gear, etc., you may decide that they are trespassers. If the caller is very excited, says that the person(s) are inside or attempting to break in, you should treat the incident as a burglary in progress.

Stolen Vehicles

Callers reporting stolen vehicles usually know only one thing--they can't find their vehicle. Most times, however, the vehicle isn't stolen, it's just been towed, repossessed or misplaced. It's up to the officer to question the caller to determine if the vehicle is actually stolen.

You should ask callers several basic questions to narrow down the location of the vehicle:

- Where did you park it? Are you sure?
- Do you know of anyone who could have taken it?
- Do you own it? Could it have been repossessed?
- Do you want to make a police report of this?
- When was the last time you saw your vehicle?
- Are you in Sand Springs, because an officer must make personal contact?

Obtain complete information on the owner and the vehicle, including year make, model, color and license number. If the caller doesn't know the license number or VIN (usually found on insurance cards), ask them to determine that while the officer is responding.

Stolen Vehicle Recovery

In most cases stolen vehicles are recovered without the involvement of the original dispatcher. However, sometimes callers will report that they have found their own or someone else's stolen vehicle. When this occurs, obtain complete information on the caller so that he/she may be interviewed by the handling officer. If the caller refuses to identify themselves, try to determine how long the vehicle has been parked there and if anyone was seen driving it. Obtain complete information on the vehicle. Advise the RP not to drive their vehicle until they have made contact with the officer and it has been removed from NCIC.

Other City Departments

Citizens may call the police department for service when they are unable to reach other city departments. The problems they report may include street lights or traffic signals not operating, backed up sewers, loose dogs, fallen trees, flooded streets or hazards on the streets or sidewalks.

If a citizen calls during the week, refer them to the proper city department. After 1700 on weekdays, and on weekends and holidays, you should first determine if the situation is an emergency or urgent problem. If so, you may create a fire or police incident for their response. If the problem is non-urgent, you should give the citizen the city's telephone number for that department, or take a message and email it to that department.



Police Radio Dispatching

Police Radio Dispatching

SUPERVISION

While performing the duties of radio dispatcher, the dispatcher is under the authority of the Head Dispatcher. However, in matters pertaining to field operations, the requests and orders of all patrol supervisors shall be honored immediately. If the request is in conflict with any policy, procedure, regulation or law, and the situation is not critical, you may choose to consult with a patrol supervisor about the matter. If the issue is not rectified, you should consult with the Services Division Commander --if immediately available--for their advice. However, never jeopardize the safety of citizens or officers by delaying a dispatch--send officers and consult with a supervisor later about the proper procedure.

AUTHORITY

The Dispatcher performing radio dispatch duties has the sole authority to make incident assignments using the guidelines provided in written rules, regulations or procedures. While officers may question or challenge assignments, they should do so only thru a supervisor. However, if their question is one of beat assignment or jurisdiction, they may ask you directly and you should politely handle the question.

RESPONSIBILITY

The radio dispatcher has responsibility for establishing priorities for all calls for service, dispatching calls via radio, coordinating field officers and their radio traffic, maintaining status of all units, disposing of all incidents and handling requests for service from field units. Remember It is a dispatcher’s responsibility to dispatch a call for service, and it is a supervisors responsibility to redirect an officer or call, and the officers responsibility to report to their assigned calls**.**

The radio dispatcher must constantly scan the CAD display of unassigned incidents and determine which call to dispatch next, checking on the status of officers and maintaining radio contact with them. During emergencies, the radio dispatcher is the officer's sole link to other officers and assistance.

During the radio dispatcher's tour on the "desk", They must devote complete attention to the radio and remain alert for every transmission. Often the radio reception is poor and the dispatcher must understand a transmission just from hearing part of a broadcast. Your proficiency directly bears upon the safety of every officer in the field. Any error or lapse of attention could have the gravest of consequences.

This attention and concentration establishes a positive control of the radio channel. It insures the safety of the officers and maximizes the use of police resources.

Just as important, there are many other things that the dispatcher does, including calling for tows, communicating with alarm companies, other agencies and emergency services, etc. If the communications center is busy the dispatcher should learn to delegate such duties to their partner dispatcher for assistance.

The radio dispatcher sets the pace and tone for the entire patrol squad. If you are short, "grouchy" or otherwise express your emotions on the radio, the patrol officers will begin to mirror those feelings. If you consistently ask officers to "10-9" or explain themselves, the officers will begin to feel they are "out of touch." Morale will suffer, productivity will go down and the job will generally become very unpleasant.

All transmissions should be business-like and use the minimum of words. You should never be argumentative, sarcastic or defensive. Conversation and personal names should not be used on the radio. Instead, you should use the codes, short standard phrases and badge numbers.

Remember that you simply provide information to the officers about what is happening and where. You do not "order" officers to go somewhere or to do something. This should be reflected in the tone of your voice and the words you use. For example:

Good--Impersonal --- "268, petit larceny at 220 S. Hwy 97."

Poor--Authoritative --- "268, go to 220 S. Hwy 97 and take a petit larceny report."

The radio dispatcher does not supervise the patrol forces and should not be critical of their behavior. You should not be concerned with how long an officer takes to complete a case, etc. If an officer is rude on the radio or refuses to handle a case, refer the matter to the Services Division Commander, who will handle the matter with the Patrol Division Commander.

If an officer points out that you made a mistake, simply make the necessary correction without comment. Don't engage in a long explanation of how it happened or who is really to blame.

If you feel it's necessary to discuss an incident more fully, have the officer call the communications center, or message the officer’s in car computer.

The dispatching operation often moves very quickly, so you should try not to dwell on one thing very long. As you make decisions, move on to the next operation. Don't ponder over the CAD screen or radio transmission. The quicker you can transition from one event to another, the more efficient you will become.

However, no matter how quickly things move, you will find that you do have a maximum speed. You should try to regulate on-going events to match your speed of operation. Use spare moments to do non-priorities so that, when an officer calls on the radio, you can answer immediately. Defer certain tasks until activity decreases. Delegate tasks to other dispatchers. Using a combination of these ideas you can easily keep up with the flow of activity.

PRIORITIES

A large part of the radio dispatcher's job in dealing with incidents and radio traffic is resolving the different levels of importance which exist. By policy, the police department establishes priorities for the handling of critical incidents--those involving weapons or potential injury to a citizen or officer. In many other cases the radio dispatcher must determine the priority based on current staffing, activity, location of officers, citizen information, location of the incident and the dispatcher's prior experience.

While you work you should remember that it is important which incident you dispatch first. It is vital which officer you tell to "stand by" on the radio. You should realize that the priorities you initially establish may have far reaching effects on citizens and/or officers several minutes or hours later.

Priorities for dispatching incidents are officially classified from 1 to 4, as follows:

1 top priority, dispatch immediately; emergencies, potential emergencies or urgent calls

2 important, dispatch as soon as possible; cold reports of crimes, tows

3 routine, dispatch when possible; parking matters with no tow, abandoned autos

4 very routine; dispatch when possible

Some questions about priorities are answered in this manual. Other questions can only be answered by your trainer when the situation occurs. Experience will be the best help in learning that priorities play an important part in police work and how you can make the right choices.

GEOGRAPHY

Geography is not essential, but it makes the job significantly easier. As a police radio dispatcher, you should be familiar with the basic geography of Sand Springs, including the location of major landmarks. You should have a sense of "where" the streets are generally located. You should be able to visualize a city block as a square surrounded by four streets.

With experience, you will learn the exact locations of streets, buildings and other landmarks. If you live in Sand Springs or visit often, you'll begin to remember specific stores, restaurants and other public places which are visited by the police.

WORK AREA

Telephone

Please refer to dispatcher manual “Call-Taking”.

Radio

All channels of the radio shall be used only for short, essential messages. Lengthy or non-priority messages should be made on the telephone or in person. The dispatcher should think before they broadcast, choosing and limiting their words so that they convey the message in the shortest transmission time, while not being cryptic. Don't repeat a field officer's transmission unnecessarily, but only if you want to confirm the message or to insure that other units have heard it.

Long Form--Wordy	Short Form--Preferred
"276, 10-4. I copy you're 10-8 now."	"276, 10-4"
"80, you're 10-97 at the scene."	"80, 10-4"
"228, what's your exact location"	"228, 10-20?"
"213, do you need additional officers?"	"213, do you need a 10-41?"
"81, I show you 10-19 on your lunch break"	"81, 10-46 at 10-19."

You should never use names or familiar conversation on the radio, but rather badge numbers and business-like transmissions. For example...

Familiar--Not Acceptable	Acceptable
"Tim, are you going to arrest some drunks from	249, will you be 10-15?"

You should use the phonetic alphabet (see Appendix) for license numbers, apartment numbers and other single-letter identifiers. Use the words "affirmative" and "negative" instead of "yes" and "no."

CHANNEL USAGE

Radio channel A is reserved for essential dispatching and co-ordination. Transmissions on channel A, should always be short, to the point and pertain to business. Dispatchers should remember that officers may have an emergency at any time which would require a clear channel.

It is possible for an officer in the field to broadcast and be heard while the base station is transmitting. However, two field units cannot be received at the same time. Field officers should be encouraged to use channel B or the telephone to make lengthy transmissions. When using channel A, officers should be encouraged to break their broadcast into smaller segments, with a short pause between them which would allow another officer with a priority to break in.

Instructions for Transmitting:

1. Channel Selection: (The descriptions in this section may be modified on a case by case basis at the discretion of a dispatcher, on duty supervisor or by an officer during an incident. The following descriptions are a general guideline for radio channel traffic within the Sand Springs Police Department.)

   (a) Channel A (**NOT** Encrypted): Shall be used as the Primary police dispatch frequency. It shall be used by units as the primary frequency to log in and out, make general broadcasts, and other routine police communications.

   (b) Channel B (Encrypted Channel for Records): Will be used for 10-28's (local, State, National) and OLETS/NCIC, driver's license checks and other terminal, warrants, and criminal history requests. At no time should any individuals personal and/or criminal history information (protected/sensitive) be broadcast over a non-secure/non-encrypted channel.

   (c) Channel C (Encrypted Channel): Shall be used by the Communications Center for dispatching when it is anticipated that the net will need to be directed for units dispatched to a serious or in progress call, they may be directed to go to Channel C, thereby keeping the Primary Dispatch Channel open. It will also be used as the patrol officers primary broadcast channel when they feel that radio silence is of importance, thereby keeping the Primary Dispatch Channel Open.

EXAMPLE: An officer is assigned to an alarm call and discovers an open door. Instead of asking for a 10-63 and directing the radio network of Channel A the officer will do the following: Field Officer: 268 open door please start a 10-41 and we will switch to channel C

(d) Channel G (SOT Encrypted channel): This channel is dedicated to Specialized Police Department Teams for use on special assignments, it is encrypted to ensure the safety and security of the channel while the Specialized Units are on their assignments. It is to be utilized according to the teams standard operating procedure.

Channel B may be used for car-to-car broadcasts and any transmissions which are lengthy. It may also be used if channel A is inoperable because of a technical problem.

Channel P is not usually designated to be used by the communications center, but rather between field units, and during special events such as parades. However, if needed you can use this channel if needed under special circumstances.

Officer Radio Setup

Most officers in the field have two radios available to them--their patrol car radio and a portable radio. While in or near their car, they can listen to two channels at once from the two radios.

Once they leave their car, they usually can hear only one channel. If they make a traffic stop on a car and switch to channel B on their portable radio, they will hear only channel B broadcasts (Unless scanning). You should try to visualize the officers radio setup so that you'll understand how they might hear you and on what radio, and why they might not hear you.

Attention to Radio

All transmissions, including sounds of static or clicking, on channel A are to be acknowledged immediately, regardless of what else you are doing. The acknowledgment can merely be "Stand by", "last unit unreadable" or it may be a complete message. If you continue to receive unreadable transmissions and you cannot account for them, you may need to give every patrol officer a "10-90" and have them check in via their radio.

If you receive simultaneous transmissions, you should tell one officer to stand-by and tell the other to "Go ahead." However, you should consider which officer to tell "Stand by," depending on what assignment they are on, where they are, if they have cover, etc. The officer in the least, current jeopardy should be told to stand by. If you're unsure, ask one officer "Do you have priority traffic?" If they answer "No," tell them to stand by and let the officer broadcast.

It's mandatory that you acknowledge the message and not tell the officer to "standby" for car or pedestrian stops, calls for cover or pursuits. If it becomes necessary for you to concentrate your attention on a radio channel other than channel A, or on the telephone for a short period of time, you should tell officers "Hold all but emergency traffic. I'm on the phone (or on Fire side A)" so you will not miss an important transmission.

Codes

The police department uses codes when talking on the radio, in order to shorten the transmissions and to improve clarity by standardization. You should learn these "ten-codes" and be able to fluently express yourself with it.

A complete list of the ten-code is contained below.

10-01 - Poor Transmission
10-02 - Good Transmission
10-03 - Stop Transmission
10-04 - Acknowledge or 'OK"
10-05 - Relay Information (to/for/from?)
10-06 - Out of unit for police business
10-07 - Out of Service
10-08 - In Service - Available for calls
10-09 - Repeat Transmission
10-10 - Out of unit, subject to call
10-11 - Dispatching too rapidly
10-12 - Do you have subject with you?
10-13 - Advise weather/road conditions
10-14 - Transport/Escort non-prisoner
10-15 - Transporting prisoner in custody
10-16 - Transport prisoner to other facility
10-17 - Pick up papers/equipment at….
10-19 - Out at Police Department Station
10-20 - What is your location?
10-21 - Call by telephone
10-22 - Disregard last information
10-23 - Stand by
10-24 - Emergency - All units respond
10-28 - Vehicle registration
10-29 - Check for wanted (Local, State, NCIC)
10-30 - Improper radio traffic
10-32 - Intoxilyzer test
10-33 - Emergency radio traffic
10-35 - Confidential information
10-36 - Correct Time
10-37 - Identify yourself
10-39 - Message was delivered
10-41 - Backing unit needed
10-42 - Complete driver's record
10-43 - Driver's license verification
10-45 - Coffee Break (currently not used)
10-46 - Lunch/Dinner break
10-47 - Call home or spouse
10-48 - How is my transmission?
10-49 - Relief break
10-50 - No calls holding for you
10-51 - Possible mental
10-53 - Outstanding misdemeanor warrant
10-54 - Outstanding felony warrant
10-55 - Career criminal
10-57 - Minor Haz-mat incident
10-58 - Major Haz-mat incident
10-59 - Traffic stop
10-63 - Network is directed – emergency traffic
10-64 - Network is clear - normal traffic
10-65 - Stolen Vehicle
10-66 - Cancellation of CRS
10-69 - Any calls holding for me?
10-75 - Drunk driver
10-76 - Traffic collision (non-injury)
10-77 - Traffic collision (possible injury)
10-78 - Traffic collision (injuries involved)
10-79 - Traffic collision (hit and run)
10-90 - Check on officer
10-91 - Domestic violence
10-93 - Alarm cancelled
10-94 - Good alarm
10-95 95 - False alarm
10-97 - Arrived on scene
Signal 6 - Meth lab
Signal 30 - Traffic collision (Fatality involved)
Alert 1 - Continuous tone for police use
Alert 2 - Rapid intermittent tone for fire use

UNIT IDs

The officer's badge number is the method of identifying units, both for calling them on the radio and for entering them into CAD. such as 276, or 240.

From 18:00 – 06:00 are Adam Shifts and the minimum manning levels for these shifts are 4 officers (until after 02:00). From 06:00 – 18:00 are the baker shifts and the minimum manning levels are 3 officers. During the Baker shift hours the police administration and detective division are usually on duty as well

PATROL LINEUP

During each patrol squad meeting, one of the patrol supervisors will fill out a sheet showing what officers are working and where they will be assigned. A copy of this will be given to the dispatcher at the beginning of the shift so that they may be entered into CAD. If the patrol supervisor fails to do this the officers on duty will show up on your CAD screen and calls can be rotated to each until you receive a lineup.

TAKING OVER

Whenever you take over the police radio position from another dispatcher you should exchange information on the status of all officers and any special incidents which have occurred. Consistency of operation is especially important after a shift change, so that you can understand the status of all officers and incidents.

If you are going off, explain what each officer is doing. Point out any special cases, such as officers who are out of the city, are going home early, etc. You should insure that officers on vehicle stops have understandable locations. If there are incidents with special circumstances awaiting dispatch, explain them to the on-coming dispatcher.

If you are taking over the position, quickly familiarize yourself with each officer's status, noting the location and type of incident. Quickly display the unassigned incidents for priority. Make sure you understand everything before the off-going dispatcher leaves.

KEEPING STATUS

In order to efficiently assign officers to incidents, it is vital to know the status and location of every patrol officer at all times. The CAD status screen helps you keep track of status. But you must also rely on your memory to provide more information about an officer's location, the nature of the incident and the officer's exact location.

Whenever the status of an officer changes or you assign an officer to an incident, you should immediately reflect it by entering it into CAD.

INCIDENT DISPATCHING

Scanning Unassigned Incidents

When an unassigned incident is displayed on the screen, you should quickly read the comments and determine its priority. The location of the call are scanned next, to determine if the district assignment is correct and if the district officer is in-service. The incident is then either dispatched immediately or added to the other incidents awaiting dispatch. **NOTE**: the on duty supervisor should be notified of any calls holding and awaiting dispatch.

The amount and quality of information broadcast has an immediate and vital bearing on the safety of responding officers. It could also form the basis for a pedestrian or vehicle stop, which could lead to an arrest, a charge by the District Attorney and a trial. It might even become the basis for an officer using his/her gun, resulting in the injury or death of a suspect. It is therefore vital that the dispatcher obtain complete and accurate information to broadcast it completely and accurately as well as enter it into CAD.

Planning Ahead

Try to think several incidents ahead, like a chess match. Determine what incident should be dispatched next and how many officers should be sent. Check the status screen for available officers. If officers are available, dispatch the call. If no officers are available, check what other officers are doing. Are they on car stops or 10-49? Will they be returning from 10-46 shortly? Are they handling a non-priority matter? If so, they may be assigned to the call now or as they become available.

After you've planned the current call and before you dispatch it, look at the *next* call. Do you have officers for that incident? Again, ask yourself if officer's will become available shortly. Can the officers you're sending to the first call handle the second call after they've finished?

Your trainer will explain the fine points of planning ahead for dispatching incidents. It's an important skill for a good dispatcher who intends to efficiently manage the resources that are always in short supply at the police department.

Sending Officers

You should develop a consistent, standardized format and terminology so that the field officers understand you and know what to expect. For single-officer incidents, the form of the dispatch is--unit(s), nature of call, location, as follows:

> "227,"
> "go ahead."
> "227 larceny at 3802 S. Hwy 97."

Note that the officer is first called by call sign and is given the type of incident that will be dispatched. The address where the officer should go is then given, then the details of the incident. If other locations are involved, such as the crime occurred somewhere else or another person is involved, don't confuse the officer with those addresses during the dispatch. Simply give the address where to contact the citizen.

When more than one officer will be assigned, a crime is in progress or the responsible in still at the scene, you may use the single broadcast method of dispatch as follows:

> "228 and backing unit (or officer badge #), Armed Robbery in progress, 618 W. Wekiwa."
> "228 from 2nd and Adams." (Followed by backing units response)
> "83 copy."

In either type of dispatch, if an officer does not acknowledge the dispatch, continue to call until a response is received from that officer, such as "22, do you copy Blake Street call?" If the call is urgent and the assigned officer does not answer within 20-30 seconds, then an alternate officer should be assigned immediately.

When only a single officer is available for a call requiring two officers, the Dispatcher should use the following format to obtain a cover officer:

"278 and backer, 220 S. Hwy 97, a petit larceny in progress."

Once the first officer has acknowledge, the Dispatcher must continue to obtain a backing officer.

When no officers are available to handle a **priority** incident, the call should be broadcast "flat" to all officers, as follows:

"All Units Burglary in progress, 1300 N. McKinley"

Such a broadcast might solicit a response from officers which will be coming in service shortly and will alert out-of-service officers to a nearby crime in progress. If no officers respond to the initial call and no officer becomes available to handle it, it should be repeated as necessary until officers are available to handle the call--perhaps at 3-4 minute intervals for an alarm, more often for a crime in progress. Note that **only emergencies** should be broadcast flat.

Descriptions and Information

Once the initial broadcast has been made assigning the officers to an incident and they have acknowledged, you may then give a follow-up broadcast with additional information, such as the presence of any weapons, suspect description, previous history, prior calls, the RP's name or other anything else important for officer safety.

"Cars responding to 220 S. Hwy 97, the suspect is described as a W/M, 5-9, 160, long blond hair, wearing an green Army fatigue jacket and blue jeans."

You should try to translate the description in CAD into the proper order as you broadcast it, that is, race/sex, age, height/weight, clothing (shirt, jacket, pants, other), as follows:

Wrong vs. Right

"Suspect is a WM, blue tennis "Suspect is a white male, 35 years,

about 35 years old, white blond hair, white beard, white T-shirt,

White Male approximately late 50's with Brown shoulder length hair, wearing a red T-shirt, green pants, blue tennis shoes.

Note how the description goes from top to bottom and the race, sex and age are at the beginning.

Priority Codes

Statistics show that the quicker police arrive at a crime scene, the higher the apprehension rate. Therefore, it is important that calls be dispatched quickly. However, because of the volume of calls for police service that are received, it's necessary to establish priorities.

However, it's common that several incidents with the same priority will be waiting for dispatch. In this case, the dispatcher has authority to determine which call to dispatch first. The patrol supervisor has the authority to over-ride that decision at any time, consistent with other policies.

On calls with the same priority code, the call received first should be dispatched first, although you may consider the caller's situation, such as standing by on a street corner, waiting at home, waiting in an isolated area, etc. when deciding which call to dispatch first.

All reports of crimes in progress shall receive first priority (Priority 1), without regard to the nature of the offense. Within this category, crimes against persons have priority over crimes of property. However, the presence of weapons, number of persons or potential dangers to citizens shall always be considered by the dispatcher when determining incident priority. Examples of priority 1 calls are:

- robbery report just prior or alarm, shots fired
- fight, disturbance
- missing person, especially juveniles
- potential injury to citizen
- casualties, medical emergencies, injury vehicle accident

Calls not requiring immediate response but still important shall receive next priority (Priority 2) such as:

- suspicious person, vehicle, circumstances
- report of a crime, with no suspect on scene
- parking problem, tow requested

Priority 3 calls are those which can wait for a period of time without jeopardy, such as:

- abandoned auto
- parking problem, cite only
- other service-type calls

The Response

The basis for establishing response is partly based on previous crime experience and partly on the facts as described by the caller. The dispatcher should enter enough details in CAD to easily determine a call's priority. Factors such as presence of weapons, number of people, prior violent history and the extent of the area to be covered will determine how many officers will be dispatched.

Generally, any time a crime is reported in progress or just prior, weapons are involved or there are several suspects involved in an incident, send a minimum of two officers.

The following minimum policy is to be followed:

- crime in progress 2 officers
- domestic disturbance... 2
- suspicious person/vehicle 2
- an alarm 2

Depending on the nature of the crime and availability of officers, additional officers may respond to assist, or the primary officer may “advise” on the call letting other officers and dispatchers know that they will request additional officers once on scene if needed.

You should always be alert for additional requests for assistance by an officer on a car or pedestrian stop or who is handling an incident. Such a broadcast may take several forms and might be made only once, depending on the situation and the individual officer.

On those occasions when officers are not 10-8 to provide cover, you may need to contact the on duty supervisor and inform them of the situation. They will then determine the next course of action.

Who Goes?

Once you have determined the priority and the number of officers to respond, you determine which officer(s) should be dispatched, as follows:

+beat officer in-service.....dispatch the beat officer

+beat officer out-of-service, hold for beat officer, except:

--if priority 1, send closest 10-8 officer

--if priority 2 and beat officer is 10-7, send closest 10-8 officer

--if priority 3 and beat officer is 10-7, send closest 10-8 officer

You should always inform the on duty supervisor of any calls holding and allow them the opportunity to direct the officers to each holding call.

You should always attempt to dispatch a specific officer or officers to an incident. Avoid dispatches of "Any officer to respond" or "Any officer to cover."

When sending officers to a return call of a family fight, attempt to dispatch the same officers or have the handling officer talk to the previous officers on channel B

Delays in Dispatching

In some cases it is impossible to assign an officer to a cold report of a crime immediately. Most citizens understand this and do not expect an immediate response. However, after 30 minutes, many citizens worry that we've "forgotten" them or lost their incident.

To reassure them, you or should attempt to call back victims if an officer is not enroute within 30 minutes. Tell the person "I'm sorry, but we don't have an officer available to speak with you". We still have your information and we'll send an officer as soon as one is available." If there are specific reasons for the delay, such as a shooting, accident, etc., briefly explain them to the victim--most citizens will be understanding.

You should never ask the person if they want to cancel their call. If they ask how much longer it will be, explain the system of priorities the communications center uses and that any time estimate you give could change. If you can give them a rough estimate of response time, do so. But in all cases, let the citizen decide if they cannot wait for service.

After you talk to the original reporting person, note their response in the comments section of the incident record.

10-97

While the officer is enroute to a call check the prior history of the address and people involved as there could be prior domestic with weapons, 10-51, verified burglaries and advise the officer of these details.

When the first arriving officer reports "10-97", change the officer's status from “enroute” to "arrived."

Victims, RP's

The incident may contain a victim's name, a reporting party or simply "unknown refused." Sometimes a name, address and telephone number will be given but the person requests "no contact." You should make it clear to the handling officer if the name of a person is in CAD or if the caller was "unknown refused". You should tell the officer if the person specifically wants contact or doesn't want contact, as indicated in CAD.

If the caller is the victim of a crime, you may assume they want contact and a report taken. If the caller is a witness only, contact will depend on what the officer finds at the scene and the caller's preference as stated in CAD--"no contact" means just that. If a crime is involved, the officer will probably want to contact the witness to obtain information. If the incident does not amount to a crime, the officer may choose not to contact the witness.

You should use discretion when broadcasting a victim's or witness' name and address on the radio once the officers are on the scene of an incident. If an officer has stopped a suspect or may be near other citizens. In some cases, you may ask the officer "Are you 10-12?" before broadcasting the information.

Change of Shift

The hour surrounding officer shift changes can be very busy and often results in confusion if the dispatcher fails to keep track of all field officers and their status.

About five minutes prior to the change, the radio dispatcher should check the status of all officers going off duty. Pending incidents should be examined for completeness. If the name of the victim or person arrested is missing or the disposition is not indicated, the dispatcher should ask the handling officer on the radio to call the communications center with the information.

Just before clearing the officers to come in, the dispatcher should close out any remaining incidents, again insuring they are complete. Incidents must be dispatched to the shift that is on duty until relieved by the following shift.

You should then confer with the dispatcher getting ready to go off duty who will assume police radio dispatching, giving the status of the officers, any special situations (officer at hospital, standing by at the hospital, etc.) and an explanation of any open incidents you are leaving behind. You should also tell the dispatcher of any special incidents which occurred and point out any "look out" messages or suspect descriptions.

SPECIAL SITUATIONS

Officer Emergencies

A critical function of the Communications Center is the coordination of field units for the preservation of life and the safety. At any time, a situation may arise in which the life of an officer or citizen is dependent upon the accurate and expedient response of personnel after a radio broadcast or a telephone call.

If a field officer is in trouble and needs assistance, he/she will use the radio code "10-24." This may be the only words the officer can say, although they may be able to give their badge number and location, too. The dispatcher's immediate response to these codes is to broadcast the officer's location and repeat "10-24." If the officer is not assigned to a case and no location is known, the officer's last known location should be broadcast as "last location, ..."

The Alert 1 tone should be started. The officer's location shall be repeated, as well as any business name, apartment number, floor, cross-street or other information which will expedite finding the officer. An incident should also be created in case a report is required as a result of the incident.

When a 10-24 is broadcast, all officers respond under emergency status, regardless of their assignment or status and it is not necessary for the radio dispatcher to specifically assign officers to respond.

Once a 10-24 is requested, only the officer who made the request may announce "10-4." This insures that responding officers actually have reached the officer who needs the assistance.

If a citizen reports an officer needs help and no broadcast has been received from the officer, the dispatcher taking the call will broadcast the location and "10-24." The dispatcher should immediately determine what officer(s) might be at the location and ask them for their status, such as "213, 10-90." If no answer is received, you should repeat the 10-24 request, the location and the nature of the original call, if any.

10-29’s

In order to provide consistent accurate information transference, and for reasons of officer safety the following methodologies will be strictly adhered to for 10-29 returns:

- Officer will request a 10-29 check providing available /necessary information to the communications center.

- The responding dispatcher will complete a records and warrants check to include local, county/TRACIS, and NCIC and advise the requesting officer with any warrants and warning indicators or verify if item is confirmed as stolen.

- Officers will make the best use of the available MDC for vehicle and drivers license information unless circumstances dictate otherwise.

10-28

In order to provide consistent accurate information transference, and for reasons of officer safety the following methodologies will be strictly adhered to for vehicle registrations returns:

- Give 10-29 status
- 10-28/Tag number
- Expires
- Year, color
- Make, Model
- Registered owners name and address

10-43

In order to provide consistent accurate information transference, and for reasons of officer safety the following methodologies will be strictly adhered to for driver's license returns:

- Name
- Validity
- Class
- Expiration
- Flags
- Restrictions
- Traffic record, yes/no (10-42 on request only)

10-63

Whenever it is necessary to restrict the use of a radio channel to emergencies, control or field units may request a 10-63. On channel A. The officer on scene will then change to Channel C and continue their field operations. Channel C (Encrypted Channel): Shall be used by the Communications Center for dispatching when it is anticipated that the net will need to be directed for units dispatched to a serious or in progress call, they may be directed to go to Channel C, thereby keeping the Primary Dispatch Channel open. It will also be used as the patrol officers primary broadcast channel when they feel that radio silence is of importance, thereby keeping the Primary Dispatch Channel Open.

EXAMPLE: An officer is assigned to an alarm call and discovers an open door. Instead of asking for a 10-63 and directing the radio network of Channel A the officer will do the following: Field Officer: 268 open door please start a 10-41 and we will switch to channel C

Coordination

Normally the dispatcher does not indicate a direction of approach for officers responding to an incident. However, when the caller can give information that would suggest a particular method of approach, that information shall be relayed to the units, who shall then determine how to respond.

Once at the scene, dispatch can take some responsibility for coordinating units, supplying them with information on cross streets, unit locations and additional units responding.

Note that dispatch does not assign officers to specific locations but, upon request of the responding units or supervisors, but will assign additional units to report to the location for assignment.

Traffic Stop

Officer's traffic stops of pedestrians or vehicles will radio an "10-59", or “ped check". These contacts are entered into CAD with the exact location of the stop, the license number of the vehicle and a description of the vehicle.

Because traffic stops are potentially dangerous situations, these broadcasts take priority over virtually all other activity you might be doing, including talking on the telephone, dispatching routine incidents and taking dispositions.

The radio format for field stops is as follows:

"249, 10-59." "249, go ahead." "1st and Main with Mary, Lincoln, Edward, three eight five."

Note that the location of the stop is given, the license number using the phonetic alphabet. If the

officer stops a pedestrian, he/she will indicate the race and sex of the person being stopped.

Officers usually broadcast the stop information while they are still driving. The vehicle being stopped may continue for some distance and stop beyond where the officer originally stated. It is common for the officer to amend the location after stopping the vehicle by saying "Final stop will be on Main and Morrow."

It is vital that a correct and complete location be obtained for all stops. If the officer later requires assistance, he/she may not be able to repeat the location. If there is any doubt about the location, ask the officer to repeat it, such as "Confirming, you're at Main and Morrow?" If you missed only part of the transmission, ask for a 10-9 on the missing information.

You should create a CAD traffic stop incident with this information as the officer gives it to you. Be careful to enter the location correctly--you may need to refer to it later if the officer radios for assistance.

If an officer does not answer your 10-90 requests, after two or three calls on the radio, dispatch another officer to the last known location to determine the welfare of the officer.

Pursuit

Pursuits involving police officers and suspects are a serious hazard to those involved and other vehicles and citizens on the road. Usually the suspect has nothing to lose and drives without regard to traffic signals, stop signs or the speed limit. Officers, on the other hand, must always regard the safety of others during the pursuit.

Officers involved in a pursuit should be using their emergency lights and siren. They will then broadcast their location and direction, then the vehicle description and reason for the original stop. For example...

"255, Pursuit." "10-63 on channel A." "255, I'm in pursuit west on 2nd St. from McKinley, a red Mustang, unknown plate, Occupied two times by white males, traffic only at this point." "10-4, a red Mustang, west on 2nd St. from McKinley."

While it is the officer's responsibility to continue broadcast locations and directions, as well as additional pertinent information about the vehicle, you may have to prompt the officer for the information. In some cases, the second officer in the chase will do all the radio broadcasting and the first officer will concentrate on driving.

You or the fire dispatcher should document the path of the pursuit in CAD as officers broadcast the information for later reference.

If the chase appears heading for another jurisdiction or the freeway, the dispatcher should contact the other agency (or agencies) and give them the description and reason for the original stop.

The principle during pursuits is for other officers to parallel the chase, rather than forming a long line of pursuing vehicles. Officers 1-3 blocks on either side of the vehicle have a much better chance of catching suspects who leave the car and run into the block.

Unidentified Transmissions

Occasionally you may hear transmissions that you cannot identify. These may be from officers with an open mike or static from many sources. Most of the time these can be identified using the radio alias on the radio communications screen. If unable to identify the source of the transmission, all transmissions that you hear should be acknowledged with "Last unit, repeat." If the transmission had a voice in it, you should immediately check which officers are on car stops, at domestic disturbances, fights or other critical calls. You should then give these officers a "10-90". If any officer does not answer, you should send another officer to their location to check on their welfare.

Multiple Calls of an Incident

It is not uncommon to receive several calls for a single incident. The dispatchers should question each caller carefully to insure that they are not reporting a separate incident. Each caller reporting crimes should be questioned about what they see, in the event that their observations may provide valuable information to the officers already responding.

The dispatcher should carefully read subsequent CAD entries reporting the same incident and be alert for additional information that could be broadcast to officers already responding. In some cases, the incident may indicate an additional victim or witness or that the original situation has changed. The subsequent calls may indicate that additional officers need to be dispatched or, in some cases, that officers already on the scene are in trouble but cannot radio for assistance.

If several calls pertain to one incident, reference them in the comments of the original incident and all subsequent incidents.

RP Call Backs

Sometimes the officer is unable to locate the exact address or the reporting party and will request that the Communications Center call the person back. If this occurs, call the victim's or RP's telephone number, tell them that an officer is outside and for them to go to the door to see the officer. Then tell the officer "Mr. Johnson will step outside."

Extra Patrol/Watch Orders

Extra Patrol and Watch Order information can be obtained from the officers in car computer by pushing the appropriate buttons. The dispatcher being given a watch order should immediately enter the information into the CAD system so that this information is available to officers in the field.

BOLO's

Sand Springs officers or other jurisdictions sometimes request a "Be On The Lookout" be broadcast. Most commonly this will involve missing persons or stolen/wanted vehicles. They will prepare an information sheet describing the vehicle or person and send it to the communications center, via teletype. The dispatcher shall broadcast the information as soon as possible, taking into consideration other pending radio traffic and officers in-service. The format of the broadcast is as follows:

"Sand Springs cars, information broadcast for a BOLO (etc.)." [pause 1-5 seconds]

"All units, (wanted, stop and ID, be on the lookout for) the following (person, vehicle). (description)....(wanted, stop & ID, be on the lookout)."

Note that the reason for the broadcast is repeated twice--at the beginning and the end. Any license plates or names should also be repeated so that officers may write them down.

Phone Messages

Telephone messages from citizens should be broadcast to the officer as soon as practical. In most cases, you should wait until the officer is 10-8 from a call. However, if the message pertains to that case or is urgent, you may broadcast it at any time. Personal messages should be given on channel B only.

Meal Breaks

Every patrol officer is entitled to a 1 hour meal break sometime during the shift. This is termed "10-46".

Officers on 10-46 may be required to respond to emergency calls, such as officer in need of assistance, or they may be recalled for major incidents or investigations. However, this is uncommon and would only be at the request of a supervisor.

Cancellation of Call

You may be notified by another dispatcher that a reporting party has called back to cancel a call. If you have not dispatched an officer yet, enter the correct disposition code into CAD and close out the incident.

If you have already dispatched officers, cancel their response by radioing "250, 10-22 on your current call RP/Victim called back and cancelled," then receive an acknowledgement from the reporting officer.

Covering Transmissions

When two or more officers broadcasts at the same time, either one or none of the broadcasts is heard. The transmissions usually sounds like "Martian" talk and sometimes you can faintly hear one officers voice clearly. When this occurs, do not simply say "Last officer, 10-9." This will cause both officer to repeat their broadcasts, again covering. Instead, use the radio alias identifier and pick an officer to repeat their last transmission. Special consideration should be given to officers who are actively on calls or traffic stops.

"xkxleie, eilsi vmqpoe diedoe dcod

10-8." "278 10-8, standby by. Other

unit go ahead."

When deciding which officer to have standby and which to go ahead, you should very quickly evaluate which officer might have priority traffic. Requests for assistance, car stops and officers arriving at incidents should be granted priority. Those giving 10-97's, going out 10-46 and requesting non-priority information should be told to standby.

If two transmissions cover each other but you can still understand one of them, always acknowledge with the badge number so everyone will know which officer you did hear, such as:

"kdwl dico wnix 75, I'm 10-8 qmcoss

dybcuy." "75, 10-4. other unit go ahead."

Open Mike

Officers sometimes place their radio microphones in such a way that the transmit button is pressed accidentally, causing an "open mike." When this occurs, they are unable to receive transmissions and do not know their radio is transmitting.

If this occurs, Check the radio alias on your computer screen and determine the offending radio, if unable to determine, broadcast "all units, we have an open mike. Check your mikes." This will alert the officer if he/she is standing near another officer with a radio. Do not continue to repeat such broadcasts, however, as it does little good in alerting the offending officer..

Lastly, in many cases the transmission will start and stop several times as the button is pressed repeatedly. When the transmissions ends for the first time, press quickly broadcast "all units, we had an open mike. Check your mikes."

If the transmission persists and the offending radio cannot be found, call each on duty officer on their cell phones and try to determine where the issue is and have it resolved. If you are unable to locate the source of the transmission at this time switch all patrol operations to channel B, and contact the Services Division Commander.

RECAP

- *Don’t broadcast sensitive/protected information over non encrypted channels.
- * Don't broadcast jokes or off-hand remarks on the radio
- * Use only the necessary number of words on the radio
- * Use an even, professional tone, showing no emotion or attitude
- * Avoid "bossy" words such as "go," "tell," etc. Just give information
- * Use standard phrases and codes, such as "units covered," "10-4" and "10-9"
- * Don't make excuses
- * Resolve incidents in the shortest possible time
- * Maintain accurate status of all units
- * Maintain control of the radio channel
- * Always broadcast all information you have about an incident
- * Always be conscious of officer safety
- * Anticipate actions that may be needed
- * Take the initiative
- * Constantly juggle priorities to efficiently handle incidents

PREA Calls

The Sand Springs Police Department has agreed to partner with the Tulsa County Sheriff's Office in their compliance efforts with the Prison Rape Elimination Act. Their policy states:
Tulsa County Sheriff's Office shall provide at least one way for inmates to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse or sexual harassment to TCSO officials, allowing the inmate to remain anonymous upon request.

To help assist in this effort, the Communications Department of the City of Sand Springs will adhere to the following policy:

Basic information
Inmates at the David L. Moss Corrections Center will call a 4 digit number available to them in the pods. This number will be forwarded to the Sand Springs Communications Department telephone line (918)245-8777 to report sexual abuse or harassment. If an inmate calls about anything *other than sexual abuse or harassment* they should be referred to:

1. The pod officer
2. To ask for a supervisor
3. Submit a grievance on the kiosk

Calls from inmates to the PREA hotline are free, recorded and limited to 20 minutes.
If you are unsure take the inmate information and contact the PREA Manager listed below.

General Process

1. Receive the call.
2. Create a call for service in the SSPD CAD system
3. Determine the following:
    a. The inmate's name, if they refuse to give it, make note of this in CAD.
    b. Does the inmate want to remain anonymous, if so note the fact in CAD.
    c. Description of the event and the type (sexual harassment or sexual abuse)
    d. If the inmate in immediate danger
4. Advise the inmate that the information will be forwarded to an investigator.
5. Make contact with *one* of the following persons:
    a. Dr. Josh Turley – TCSO – PREA Manager –
        1. If Dr. Turley doesn't return your call in 30 minutes then contact:
    b. Sgt. Virgil Collett – TCSO – Jail Investigations Supervisor
6. Notate the call appropriately in SSPD CAD System.

Compliance

To make sure that we are staying current on this procedure, you may occasionally receive a test call. This call will take you through the steps of a real call, and at the end, the individual calling will notify you that it was a test and ask you whom you would have called for notification. After ending the call, you will note the fact that the call was a test in the CAD notes for the call.

Response and Priority

The calls you receive in reference to PREA from the David L. Moss Center are important and a person's health and safety may depend on your action. The calls must be treated as such, and as always, the caller will be treated professionally and with dignity. There will be no abnormal delay in notifications and response. The only priority above these calls are 911 calls or radio traffic that would normally take precedent over a rape in progress.

City of Sand Springs Fire Department



Dispatch and Communications Procedures and Reference Booklet

Updated August 2019

Deputy Fire Chief Justin Hall

Section 1 – Apparatus and Terminology

COMPANIES AND APPARATUS

Manning / Staffing	2 Minimum, 3 Possible Depending on Staffing Levels – This Crew also staffs R-1.

Engine 1 – 2008 Crimson / Spartan Pumper 1500GPM Pump, 750 Gallon Tank	
Response	Fire Calls and As Needed to Provide Support to FS-2 and L-1
Special Equipment	PPV, Generator, LifePak 15 Defibrillator, Trauma Bag, Jaws, A&B Foam
Manning / Staffing	3 Minimum

Engine 2 – 2013 Spartan ERV Pumper 1500GPM Pump, 750 Gallon Tank	
Response	Fire Calls and As Needed to Provide Support to FS-1 Companies
Special Equipment	PPV, LifePak 15 Defibrillator, Trauma Bag, Jaws, A&B Foam
Manning / Staffing	3 Minimum

Engine 12 – 2003 Pierce Pumper 1500GPM Pump, 1000 Gallon Tank	
Response	Front Line Reserve
Special Equipment	PPV, Generator, Defibrillator, Trauma Bag, Jaws, B Foam
Manning / Staffing	Not Staffed unless by callback personnel

Engine 22 – 1996 Ferrara Pumper 1250GPM Pump, 750 Gallon Tank	
Response	2nd Line Reserve Apparatus for FS-2
Special Equipment	PPV, Generator, Defibrillator, Trauma Bag
Manning / Staffing	Not Staffed unless by callback personnel

Rescue 1 – 2004 Pierce Heavy Rescue 300GPM Pump, 300 Gallon Tank	
Response	Medical Emergencies, Rescue and Hazmat Calls Primarily – Fires as Needed (Due to be placed as a reserve apparatus soon)
Special Equipment	Hazmat Equipment, Jaws, LifePak 15 Defibrillator, Trauma Bag
Manning / Staffing	2 Minimum, 3 Possible Depending on Staffing Levels – This Crew also staffs L-1/L-7.

Ladder 1 – 2018 Pierce 105-foot Ladder (Quint) 2000GPM Pump, 500 Gallon Tank (Due to be placed in service soon)	
Response	Fire Calls and As Needed to Provide Support to FS-2 Companies
Special Equipment	Smoke Ejector, Trauma Bag, Extrication Tools
Manning / Staffing	2 Minimum, 3 Possible Depending on Staffing Levels – This Crew also staffs R-1.

Ladder 7 – 1991 E-One 80-foot Ladder (Quint) 1250GPM Pump, 300 Gallon Tank (Due to be placed out of service soon)	
Response	Structural Fires or Fire Alarms as Needed and Specified
Special Equipment	Smoke Ejector, Trauma Bag

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Squad 1 – 2006 Ford Grass Rig	
Response	Grass Fire or other Outdoor Burns as Needed. Also will transport Boat 1 on Water Rescue Emergencies if Squad 5 is not available.
Special Equipment	Boat Transportation
Manning / Staffing	From E-1. Standard is 1-2 Firefighters Depending on Response.

Squad 2 – 2006 Ford Grass Rig	
Response	Grass Fire or other Outdoor Burns as Needed. Also will Transport Boat 2 on Water Rescue Emergencies.
Special Equipment	Boat Transportation
Manning / Staffing	From E-2 as Needed. Standard is 1-2 Firefighters Depending on Response.

Squad 3 – 2012 Ford Grass Rig	
Response	Back-up Grass Rig that Responds to Grass Fires or other Outdoor Burns as Needed. Will Transport Boat 1 Primarily.
Special Equipment	Boat Transportation
Manning / Staffing	Not Regularly Staffed.

TERMINOLOGY

CAD – Spillman Flex Computer Aided Dispatch System

Command - Function and radio term for the Incident Commander who is in overall charge of a specific incident.

Division – Incident Command Section that describes a geographical area (i.e.: exterior, division, alpha division, etc.)

Group – Incident Command Section that describes a functional assignment (i.e.: fire attack group, ventilation group, etc)

Incident Commander – Officer at the top of the incident chain of command and is in overall charge of an incident and responsible for the emergency scene.

PAR – Personnel Accountability Report

Personnel Accountability Report – Reported given by companies and units operating at a scene of a fire to ensure all firefighters and responders are accounted for.

Sector – Incident Command Section that describes either a geographical area assignment (see Group) or a functional assignment.

Supervisor – The officer in command of a division, group or sector.

Station Alert – An activation of the Locution Fire Station Alerting System. Additional training forthcoming.

Still – Responding non-emergency

Section 2 – Call Receiving and Processing

Dispatching procedures assist in providing uniform information flow to fire companies. It is important for all dispatchers to follow the prescribed formats so that firefighters can accurately interpret and respond to incident information.

Calls typically originate from one of several areas:

1. Incoming 911 calls originating within the city limits – These calls will generate a 911 screen in CAD that will allow the dispatcher to continue call entry. Callers reporting medical emergencies will be transferred to EMSA via normal protocol and will require dispatchers to "listen in" to determine whether fire is needed. If the dispatcher is unable to listen in, EMSA will send information back via the EMSA CAD Display (See #4).
2. Incoming 911 calls originating from other PSAPs – These calls will come in on the 911 lines in dispatch but will not prompt a 911 screen in CAD. Typically these are transfer calls from other centers such as Skiatook, Tulsa, Sapulpa, etc
3. Incoming calls from non-emergency lines – These calls will come in from the general public, alarm companies, etc and are typically of lower priority then 911 calls.
4. EMSA CAD Display – When EMSA receives information, they will notify the Sand Springs Dispatch Center of the emergency via the EMSA CAD Display. A typically Display Screen will provide address and call type information. It should be noted that oftentimes information is left off and the dispatch might have to contact EMSA for clarification.

When receiving telephone calls for fire and medical incidents the following formats should be used:

Fire – Interrogate the caller to determine the following:

1. What is the emergency?
2. What is the location of the emergency?
3. What is on fire?
4. Is anyone hurt, injured, trapped, etc?
5. Is the fire affecting other structures?
6. Are hazardous materials involved?

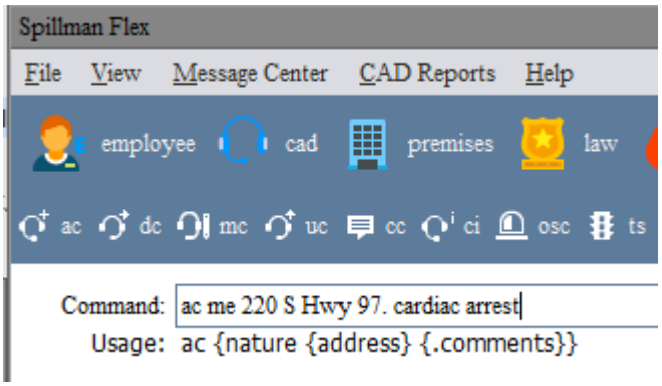
Other questions may be necessary based on the specific incident. *It should be noted that any caller that is trapped inside a structure that is on fire should be directed to find a way out and should not, under any circumstances, be kept on a telephone line.* There are two essential pieces of information that must be determined for every call – what the problem is and where it is occurring.

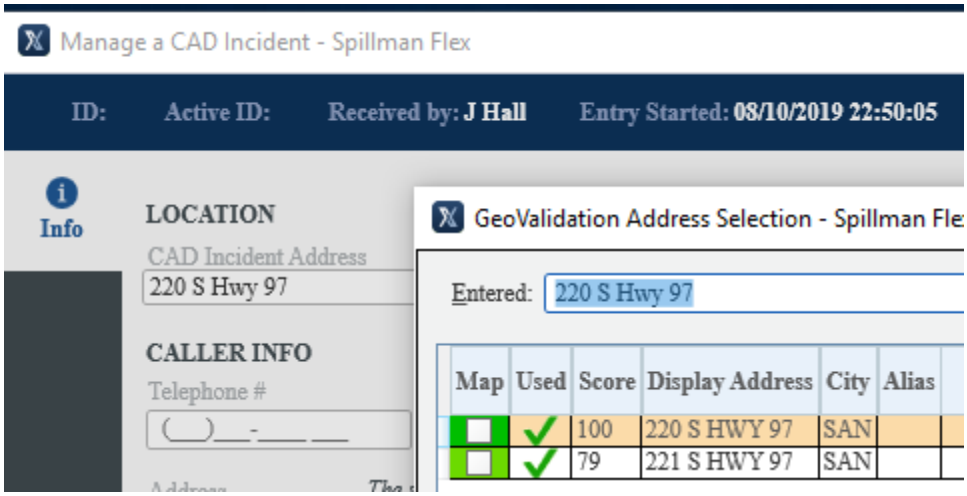
Medical – Upon determination that an incident is medical in nature, the call should be transferred to EMSA or the appropriate ambulance service. Dispatchers should stay on the line and remain silent to determine what is going on and prepare for the fire department to respond with EMSA. It is imperative that the call be transferred as soon as possible. If EMSA wishes for the fire department to respond, they will send the call to the EMSA CAD Display located at each dispatch location. *In some cases it is appropriate for the dispatch to "jump" the call and dispatch the appropriate fire units before EMSA's request. Those circumstances involve patients that are:*

- Unconscious, Unresponsive, Not Alert
- Having Breathing Difficulty
- Involved in Motor Vehicle Accidents
- Having Chest Pain or Discomfort

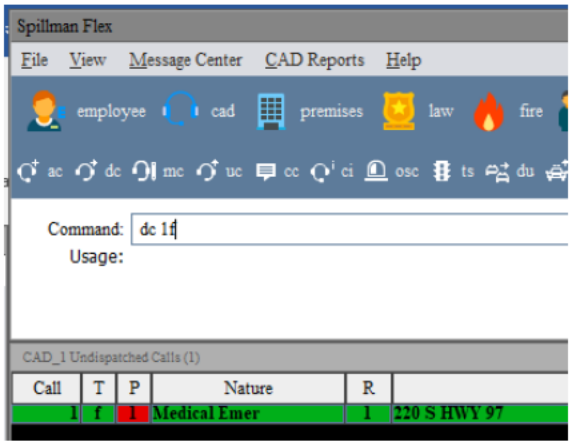
Dispatchers may have to disconnect from calls that they are monitoring with EMSA due to other emergency calls coming into the Sand Springs Dispatch Center.

As calls are received for Fire/EMS, they should be entered into the call entry screen in CAD.

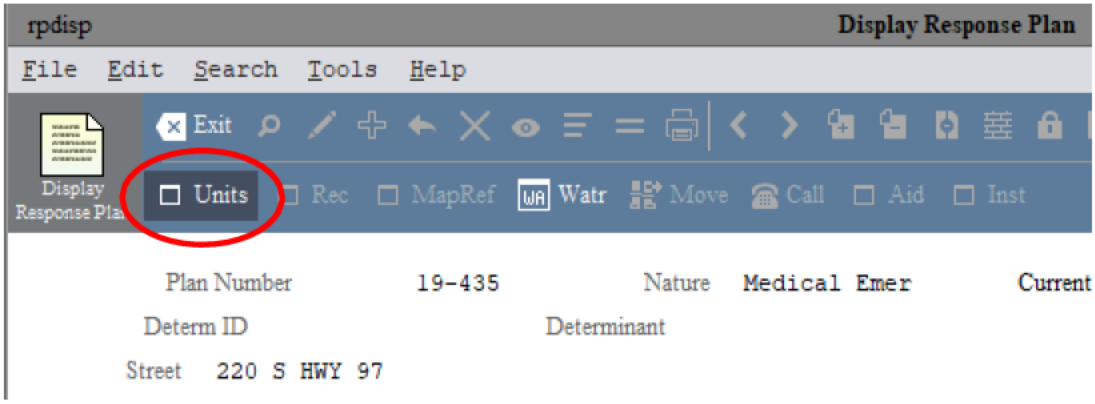




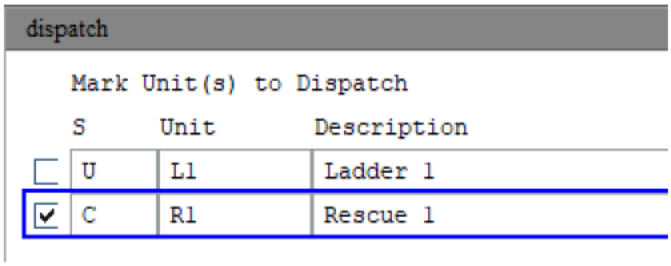
Calls will not be processed without a location and a call type and therefore, the dispatcher should go to great lengths to determine this information as quickly as possible. Once the address has been validated and call is accepted it is ready for dispatching/assigning a fire unit for response.



This can be accomplished by using the command "dc {call# {type}", in the sample above it would be "dc 1f", or you can right click on the call, and choose the "Dispatch Call" option.



If response plans are established the Response Plan screen will appear, simply click on the "Units" option. . .CAD will recommend units based on pre-determined response plans to send based on the type of call and the location.



In the medical emergency sample created above, R1 is recommended because L1 is Out of Service (OOSRV). Click on the "Accept" button.



The unit will then be placed in the "Assigned Units" field and the call is ready to be dispatch by once again clicking on the "Accept" button.

If an address cannot be validated, i.e. you are forced to use "Don't Validate". . .



you will be asked to supply the city and the Fire Zone, the system will not be able to recommend a response plan without a proper fire response zone being chosen.



For most addresses the city will be Sand Springs (some address inside the SS City Limits/SSFD Response Area have Tulsa addresses) so when in doubt choose Sand Springs. For the Fire Zone, choose the appropriate zone, which in most cases will be SS1, or SS2 (see Fire Zone table discussed later). If you know the address is in another neighboring FD's response area, i.e. we are requested to provide mutual aid, choose the appropriate FD's zone.

If in doubt, choose the SS1 zone and therefore you must change the recommended units if you know the assignment to be different then that of Station 1.

Section 3 – Incident Dispatching and Communications

Once a call is entered and the dispatcher clicks the ACCEPT button at the bottom of the dispatch call screen, the appropriate units and stations are alerted by the Locution Fire Station Alerting System.

The Locution FSA System is still in the installation process and not fully functional

The Locution FSA System will provide a Call Announcement over the radio and speakers at the station(s) with the Unit being dispatched, the call type, the address as well as print out for reference. This occurs the instant you "Accept" on the dispatch screen.

Additional training on the Locution FSA System will be forthcoming. Typically, the dispatchers should not have to worry with any Locution components, as all interfaces are automatic and require no human intervention.

Once a call is submitted dispatchers should wait approximately 10 seconds before beginning the radio-dispatching portion of the calls. <u>If for some reason CAD isn't working, then Locution will not get the data needed to dispatch the appropriate Station(s)/Unit(s). Dispatchers should provide the radio dispatch as outlined below immediately</u>. If CAD is down, please announce this during your dispatch so responding companies are aware that electronic data will not be available, i.e. incident info will not be on computers in trucks.

The dispatcher should select the SSFD-A talkgroup on the Motorola Radio Consoles. The Dispatcher should then use the following format:

1. Provide a "pre-alert" for the fire company(s) responsible for responding to that particular call. Using approximate locations or just a business name is acceptable since the goal of the "pre-alert" is to give units a quick idea of where and what they are getting ready to respond to.

a. *"Rescue 1 stand by for a medical emergency six hundred west fourth street"*

2. After providing a "pre-alert", sound the alert #2 on the Motorola Console for approximately 3-5 seconds.
3. Announce the emergency by providing the units to respond, call type, location of the call, map page (see below regarding map page data and how to discern) and any additional information available that might be of importance to responding firefighters.
    a. *"Rescue 1, medical emergency, breathing problems, six hundred west fourth street – six, zero, zero west four street – Priority 2 Diabetic Problem, EMSA is responding, Map Page seven seven five"*

    OR

    b. "Engine 1, Engine 2, Rescue 1, report of smoke coming from the house across the street from five hundred north Roosevelt Street – five, zero, zero north Roosevelt Street – receiving multiple calls, Map Page seven seven five"
4. After dispatching the appropriate units, companies will announce their response over the radio by simply stating the unit and verifying they are responding.
    a. *"Engine 1 responding" or "Rescue 1 responding"*
5. Provide a repeat of the call (no alert tones) after all units recommended by CAD go en route. This second dispatch should provide more in depth details or any further information that might be available. The same format as the original dispatch should be followed.
    a. *"Engine 2, Rescue 1, motor vehicle accident with injury at approximately twenty five hundred south Highway ninety-seven – two, five, zero, zero south Highway nine seven – reported to be two vehicles involved with one patient unconscious – EMSA and PD are also responding, Map Page seven seven six"*
6. When calls entered in CAD recommend Berryhill, Rock Fire, or Green Country Fire then Sand Springs units should NOT be dispatched and instead those departments should be called directly for their response by telephone. The

exception to this is if those departments are calling SSFD for mutual aid. In those cases, simply enter a call type that begins with "Mutual Aid". Those available include Mutual Aid – Structure Fire, Grass Fire, Haz-Mat, Other (Medical, etc), and Motor Vehicle Accident. Using those call types will recommend the appropriate SSFD units.

7. Calls in the dual response area of Berryhill and SSFD should be dispatched the same as above with the addition of "Berryhill" to the companies going. Calls in the dual response area will be recognized in CADS and Berryhill will be highlighted and dispatched.
    a. *"Engine 2, Rescue 1, Berryhill, motor vehicle accident with injury at seventy-five hundred west forty first street – seven, five, zero, zero west four one street – reported to be a single vehicle versus a telephone pole – EMSA and SSPD are responding"*
8. If companies have not notified dispatch that they are responding within one (1) minute of being dispatched then radio contact should be made to ensure they have copied the call and are responding.
    a. *"Dispatch to Engine 2 – are you responding?"*

    OR

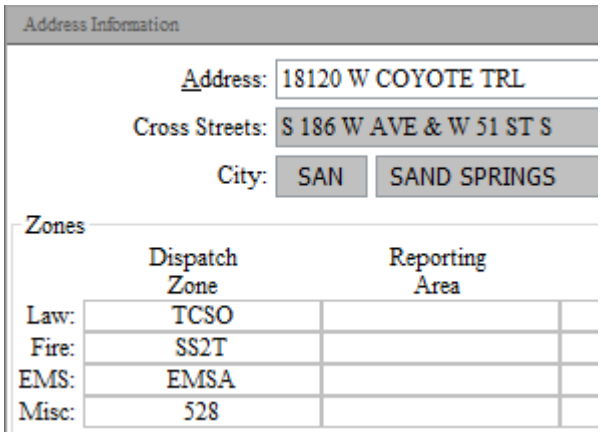
    b. "Dispatch to Station 1 – did you copy the call and are you responding?"

    If firefighters do not acknowledge the call then phone contact should be tried.

Map Page is a field entered for every street in the City of Sand Springs and the entire fire response area. The map pages are based off of an old City of Tulsa Grid that is currently utilized by the City of Tulsa Fire Department, EMSA and several other smaller communities. The Sand Springs Fire Department utilizes this mapping as a way of improving interoperability.

We are still working with Motorola/Spillman to get the Map Page data into a data element that is on the Dispatch Screen so that it can be given out when you dispatch a call. Until we are able to get this done you can find the map page populated in the Misc Zone on the ADDR Lookup Page – to get to the ADDR Lookup Page – simply type

ADDR in the command line. Once there type in the address, validate it like you do when creating a call, then the Map Page will be in the Misc. Zone –



Once we deploy the mobile clients in our apparatus I don't think this will be as big of a deal, but there will be apparatus that will not have computers in them so the good ol' paper maps will reign, so that is why I am trying to get the data more readably accessible. If you have time after initial dispatch to run a quick ADDR Lookup, please do so you can give the map page. we do understand that sometimes things get crazy and this may not be possible. We have directed our crews to ask for the map page if it was not provided and **needed**.

Fire CAD System

Information from the CAD system that will be printed on the fire station printers (Via Locution Interface) includes the following lines:

- Incident Type
- Zone
- Address
- Cross Streets
- Call Comments (those entered before accepting dispatch)

How to "Add" Units to Calls in Progress

Sometimes firefighters will put themselves on assignments based on their proximity to the location of an emergency or because of other circumstances. When units place themselves on calls it is only necessary for the dispatcher to acknowledge them and add them to the incident in CAD.

Engine 1: "Engine 1 to dispatch, show us responding with Rescue 1" Dispatch: "Copy Engine 1 also responding with Rescue 1 to 422 South Main Street on a fall victim"

Dispatchers must pay special attention to circumstances when they are asked to dispatch a unit to an incident. Examples of incidents that may require dispatchers to send additional units are large fires (structure or grass), complex rescue and hazardous materials situations, etc. For example, a request for additional units to be dispatched might originate like this:

Squad 1: "Squad 1 to dispatch, dispatch Squad 2 out here to assist us" Dispatch: "Dispatch copy you need Squad 2 to respond"

After receiving the request, the dispatcher should add the unit to the call in CAD by assigning them to the call, Locution will then alert the appropriate station. After these two tasks are completed, they should be dispatched like any other unit is to a call. To continue from the previous example, a dispatcher's actions might imitate the following:

Dispatch: <Adds unit to call in CAD and waits for Locution to announce>

Dispatch: "Squad 2 stand by to respond with Squad 1 on a grass fire, thirty six hundred north Highway 97"

Dispatch: <Radio Alert Tone> "Squad 2 respond on a grass fire with Squad 1 at thirty six hundred north Highway 97, that's three-six-zero-zero north Highway nine-seven.

Unit Response Selections

Units are recommended to respond in CADS based on two factors – the location and the type of incident. Actual addresses throughout the response area have been entered and assigned a zone. This zone determines who and what responds to particular incidents. Zones currently used in the CADS system are defined below:

Zone 1	Station 1 Response Area (General)
Zone 1L	Station 1 Response Area (Ladder replaces the Rescue to House Fires and Residential Alarms)
Zone 1H	Station 1 Response Area (MVA's will receive two companies)
Zone 2	Station 2 Response Area (General)
Zone 2B	Station 2 Response Area, Berryhill Added for Automatic Aid
Zone 2L	Station 2 Response Area (Ladder replaces the Rescue to House Fires and Residential Alarms)
Zone 2T	Station 2 Response Area, Keystone Tanker Dispatched for Water Supply on Structural Fires ONLY
Zone 2H	Station 2 Response Area (MVA's will receive two companies)
Zone 3	Station 3 Response Area (General) FUTURE USE
Zone GC	Green Country Fire Response Area
Zone K	Keystone Fire Response Area
Zone KA	Keystone Fire Response Area, Sand Springs Engine 2 added to Structural Fires for Automatic Aid
Zone R	Rock Fire Response Area
Zone SA	Sapulpa Fire Response Area
Zone TU	Tulsa Fire Response Area

When dispatchers see an address is recommending another department rather then Sand Springs or Keystone to respond on a call, then the call should NOT be submitted and rather that agency should be contacted to respond. For instance when the SSFD is requested for mutual aid in other fire departments' response areas, dispatchers MUST use call types that begin with "MUTUAL AID" –so that appropriate units from SSFD are selected.

Automatic Aid Response Area – Keystone

For some areas in the southwest part of the SSFD response area, Keystone is automatically recommended to respond with SSFD on structural fires for water supply. When entered, these calls will assign all necessary SSFD units and also the generic unit "KF_1 or KF_2". Dispatchers should dispatch both departments simultaneously using the Multi-Select feature on the Motorola Radio Consoles to reduce time. When reading the call, the dispatcher should just add "Keystone" to the list of units recommended.

Dispatch: "Engine 2, Engine 1, Rescue 1, Keystone Fire, house fire at…"

Automatic Aid Response Area – Berryhill

Procedures for calls in the Berryhill/SSFD dual response area remain the same with the new computer system. CAD will automatically recognize areas where both departments should respond and simply add the generic unit "BF_1" to calls where that department should respond. This eliminates the dispatcher having to figure out where addresses are and determine whether or not Berryhill should respond. When reading calls for this area, the dispatcher should just add "Berryhill" to the list of units recommended.

Dispatch: "Engine 2 and Berryhill, medical emergency at …"

Section 4 – Incident Management and Command

The Sand Springs Fire Department utilizes the National Incident Command System to provide a format for assigning, tracking and managing resources at an incident. This section will provide a general guide to the operation and understanding of the incident command system and should help the dispatcher understand the terminology and procedures utilized by firefighters and other emergency responders in the field.

Portions of the following are taken from Chapter 9 (Page 111-113) of the 1st Edition of Telecommunicator published by Fire Protection Publications and the International Fire Service Training Association.

It is important to use an incident management system on all incidents – no matter how large or small. Using incident management on small, day-to-day incidents enables company officers to become familiar with the system by the time they face large or complex incidents.

The larger and more complex the incident, the more important it is to use an incident management system. Everyone in the department – especially company officers – must be familiar with the system and well versed in its application. In addition, all agencies having mutual-aid or automatic-aid agreements should know and use the same system. Achieving this level of familiarity may require extensive cross-training at all organizational levels among the participating agencies, especially at the company level. An incident action plan is an integral part of these systems, and implementing the plan will affect how the emergency resources are utilized.

The person in overall command of an incident is the incident commander (**IC**). The IC is ultimately responsible for all incident activities, including the development and implementation of a strategic plan. This process may include making a number of critical decisions and being responsible for the results of those decisions. The IC has the authority to call resources to the incident and to release them from it. If the size and

complexity of the incident require it, the IC may delegate authority to others to form his Command Staff. Positions within the Command Staff include Safety Officer, Liaison Officer and Public Information Officer.

The **Operations** Officer reports directly to the IC and is responsible for managing all operations that directly affect the primary mission of eliminating the problem. The Operations Officer directs the tactical operations to meet the strategic goals developed by the IC. Operations may be subdivided into branches if necessary.

Planning is responsible for the collection, evaluations, dissemination and use of information concerning the development of the incident. Planning is also responsible for tracking the status of all resources assigned to the incident. Command uses the information compiled by Planning to develop strategic goals and contingency plans.

The **Logistics** position is responsible for providing the facilities, services, and materials necessary to support the incident. There are two branches within Logistics, the support branch and the service branch. The support branch includes medical, communications, and food services. The service branch includes supplies, facilities, and ground support.

Finance/Administration has the responsibility for tracking and documenting all costs and financial aspects of the incident. Generally, Finance/Administration will be activated only on large-scale, long-term incidents. Day-to-day mutual aid responses are usually considered to be reciprocal and do not require interagency reimbursement.

See the terms Command, Division, Group, Sector, Supervisor, and Incident Commander in Section 2 – Terminology.

ICS should be initiated by the first person arriving on the scene of an emergency and will usually occur over the radio after or before a size-up of the incident. Questions that the incident commander will be determining the answers for include:

- What has occurred?

- Is anyone injured or trapped?
- Can the emergency be handled with the resources on scene or responding?
- Does the emergency fall within the scope of the department's training?

When ICS is implemented, only one person is in charge and called "Command". The exception to this is during a unified command situation where several agencies (typically including state and federal departments) are stakeholders in an event and will all work together to close an incident.

Once Command has been established, it may be assumed by a higher-ranking officer, transferred to another officer or company of equal rank or terminated at the end of an incident. Some examples of the radio traffic dealing with Command are:

- *"Rescue 1 on scene, we have two vehicles involved in this accident, we'll establish Highway 64 Command"*
- *"FD-2 on scene assuming Broadway Command"*
- *"FD-1 to dispatch, I am transferring Command to Engine 2"*

Accountability is an important responsibility of the Incident Commander. In order to effectively accomplish this, dispatchers should call for a PAR or Personnel Accountability Report at ten, thirty and sixty minute intervals to assist Incident Commanders in remembering to account for their personnel.

Section 5 – Response Information

The following tables include current call types as of March 2014. It is important for dispatchers to understand and select appropriate call types as the type of response varies for each one. Although a "grass fire" might be similar to a "dumpster fire" they are totally separate and require different things to happen once fire department units arrive on scene. More importantly, dispatchers must be able to listen to callers to determine the worst case scenario for the situation they are describing. For example, a caller may be indicating that their car is on fire inside the garage. An untrained dispatcher may code this call simply as a "Car Fire" when in reality **ANYTHING** on fire inside a house needs to be coded a "House Fire". Dispatchers should review the following tables to ensure they understand call types appropriately.

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Aircraft Emergencies	6913	AIR	1	Any crash, fire or incident involving an aircraft, helicopter, glider or balloon.	Consider mutual aid and callback based on information received about size of aircraft and number of victims. ***NOTIFY ON-CALL CHIEF OFFICER***
Animal Rescue / Emergency	6939	AR	3	Any animal in distress that requires SSFD assistance.	Consider calling for SS Animal Control or state wildlife department.
Apartment Fire	6901	AF	1	Fire in an apartment or threatening an apartment building (i.e.: car fire directly impinging on an apartment). Fires on balconies, kitchens, etc also qualify as APARTMENT FIREs where applicable.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***
Assist Other Agency (Police, etc)	6930	APD	2	Request by police or other public safety agency for fire department assistance. An example of this would be standbys for SWAT Team.	Consider callback if the company will have to be dedicated for one or more hours.
Assist with Lifting	6933	LIFT	2	A citizen who needs lifting assistance who is NOT injured and does NOT require EMSA. If EMSA is requesting SSFD for LIFTING ASSISTANCE it is a MEDICAL EMERGENCY	If EMSA is requesting SSFD for LIFTING ASSISTANCE, please dispatch as MEDICAL EMERGENCY.
Building Fire (Commercial or Industrial)	6902	BF	1	Fire in a building that is not an apartment or house. This can also include outside fires (car, dumpster, grass, etc) directly impinging on a builder.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Business Alarm	6940	BFA	2	Alarm inside a building from an alarm company or person on-site. This includes smoke alarms, fire alarms, and water flow alarms.	If during periods of high call volume and there is no other indication of an actual fire at the location, this assignment can be "cut" to one engine.
Business Carbon Monoxide Alarm	6952	BCO	2	Carbon Monoxide detector going off with or without symptoms, location types include schools, nursing homes, etc	Respond EMSA and consider additional assistance based on number of victims
Car Fire	6910	CF	1	Fire or smoke coming from a car that is NOT inside a structure. If inside a structure please code as HOUSE FIRE, APARTMENT FIRE or BUILDING FIRE.	If inside a structure, please code as HOUSE FIRE, APARTMENT FIRE or BUILDING FIRE.
Carbon Monoxide No Symptoms	6934	CONO	3	Carbon Monoxide detector going off with no occupants having symptoms (headache, tired, flu-like)	
Carbon Monoxide With Symptoms	6935	COWITH	1	Carbon Monoxide detector going off with occupants having symptoms or feeling ill.	Respond EMSA and consider additional assistance based on number of victims
Child/Pet or Medication Locked in a Vehicle	6938	LOCK	2	Child locked in a vehicle with caller unable to get child out. Call type also applies to instances where pets or medication are locked inside cars. Please determine if the car is running.	Consider EMSA response

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Dumpster Fire	6922	DF	1	Fire or smoke coming from a dumpster. If fire is close to a structure please code as BUILDING FIRE, HOUSE FIRE or APARTMENT FIRE.	If fire is close to a structure please code as BUILDING FIRE, HOUSE FIRE or APARTMENT FIRE.
Fluid Spill	6919	FLU	2	Fluids on the ground from a non-injury motor vehicle accident or other source. The color and approximate amount of fluids should be determined.	If greater then ten (10) gallons, code as 6909
Grass Fire	6920	GF	1	Fires in grass, woodlands, trees and outside areas where no vehicles, buildings or equipment are directly involved. If fire is involving a structure please code as BUILDING FIRE, HOUSE FIRE or APARTMENT FIRE.	Callback and mutual aid potential.
Hazardous Materials Release / Emergency	6909	HAZ	1	Any unknown fluid, vapor or substance (including "white powder") that poses a threat to the public. Can be from fixed facilities or from motor vehicle accidents.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***
High Angle / Technical Rescue	6936	TR	1	Citizens stranded in remote areas or in particular situations which require expert removal from hard to reach areas.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***
House Fire	6900	HF	1	Fires in any part of a residential structure that is NOT an apartment or building. HOUSE FIREs include fires in kitchens, garages, porches, trash cans inside houses, etc. Please note that CAR FIREs inside or next to houses should be coded as HOUSE FIREs.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Investigate Open or Illegal Burn Outside	6907	OB	2	Fires outside of an unknown origin. Typically examples would be burning of leaves, bon fires, or ceremonial fires inside the city limits or other unknown fires visible outside. If there is potential for this to be any other specific type of fire, code it as such.	
Investigate Smoke Detector Sounding	6906	SD	2	This code is utilized for instances where homeowners or property representatives are ON SCENE of a smoke detector sounding and report no signs of fire (smoke, odor, heat, electrical problems, etc). This call type should NEVER be used when alarm companies call alarm in.	If RP is an alarm company, code as 6940 or 6941 (Bus Alarm or Res Alarm)
Investigate Smoke Inside a Structure	6903	SI	1	Smoke or haze inside a structure where occupants cannot find a source. If flames or HEAVY smoke are reported, please upgrade to a HOUSE FIRE, BUILDING FIRE or APARTMENT FIRE.	
Investigate Smoke Outside	6923	SO	2	Smoke or haze outside where caller cannot determine the source. If source of the fire is identified, upgrade the assignment to the appropriate call type.	

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Lines Down or Arcing	6924	PL	2	Electrical lines, or unknown lines, down on the ground or sparking in trees or on utility poles.	Notify AEP/PSO automatically
Medical Emergency	6932	ME	1	Person in medical distress or reported "down". Typically these calls will be forwarded from EMSA.	Respond EMSA
Mutual Aid – Structure Fire	6931	MASF	1	This call type is used when SSFD is requested to respond to help another fire department on a structural fire (house, building, apartment, etc).	Get directions or specific assignment instructions if available. ***NOTIFY ON-CALL CHIEF OFFICER***
Mutual Aid – Grass Fire	6942	MAGF	1	This call type is used when SSFD is requested to respond to help another fire department on a grass or Wildland fire	Get directions or specific assignment instructions if available. ***NOTIFY ON-CALL CHIEF OFFICER***
Mutual Aid – HazMat Response	6943	MAHM	1	This call type is used when SSFD is requested to respond to help another fire department on a hazardous materials incident.	Get directions or specific assignment instructions if available. ***NOTIFY ON-CALL CHIEF OFFICER***
Mutual Aid – Other (Medical, Etc)	6944	MA	1	This call type is used when SSFD is requested to respond to help another fire department on a medical emergency or other small incident (car fire, child locked in a car, etc) where only one unit is needed.	Get directions or specific assignment instructions if available. Make sure ambulance is responding if necessary.

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Mutual Aid – Motor Vehicle Accident	6945	MAMVA	1	This call type is used when SSFD is requested to respond to help another fire department on a motor vehicle accident.	Get directions or specific assignment instructions if available. Make sure ambulance is responding if necessary.
Motor Vehicle Accident	6911	MVA	1	Accident involving cars or off-road vehicles where injuries are present.	Respond EMSA and LAW
Motor Vehicle Accident; Car Vs. Pedestrian	6912	AP	1	Accident where a motor vehicle contacts a bicycle or pedestrian.	Respond EMSA and LAW
Natural Gas Leak or Odor	6904	NG	1	An odor or visible leak of natural gas either outside or inside a structure.	Respond with ONG
Residential Fire alarm	6941	RA	2	Alarm inside a building from an alarm company or person on-site. This includes smoke alarms, fire alarms, and water flow alarms.	
Still Alarm, Public Service	6950	PUBSRV	3	This call type is used as a miscellaneous call type for non-emergency incidents. Examples could be debris cleanup, checking on the well-being of a resident, etc	
Transformer Fire	6905	TRANS	2	Electrical transformer on fire or smoke. Transformers can be on a pole or on the ground.	

CALL TYPE	CODE	SHORT CODE	PRIORITY	DEFINITION	RESPONSE NOTES / COMMENTS
Trash or Outdoor Waste Fire	6921	TF	1	Fires reported in trash bins or involving outside wastes. If these fires are next to or involving structures, then the code should be upgraded to HOUSE FIRE, APARTMENT FIRE or BUILDING FIRE.	
Trench Collapse / Cave- In	6937	TC	1	Citizens trapped in trenches or other situations by soil because of collapse or similar.	Callback and mutual aid potential ***NOTIFY ON-CALL CHIEF OFFICER***
Water Rescue	6951	WR	1	Accidents involving watercraft, or vehicles stranded in high water. Drowning should be coded as MEDICAL EMERGENCY unless the SSFD needs to respond with a boat (i.e.: drowning at a lake or along the river)	

Section 6 – Emergency Notification Procedures

Dispatchers will be called upon and expected to notify chief officers, the fire marshal, off-duty firefighters and other emergency personnel due to the complexity of incidents or special circumstances that arise in the field. The following are the procedures and criteria for fire department notification.

Dispatch and the Incident Commander are responsible for notifying the Chief Officer (FD-1 or FD-2) on-call (as shown on the on call tag near the consoles) under the following circumstances:

- Incidents that involve a civilian or firefighter injury
- Incidents which involve a fire or traffic-related fatality
- Incidents which involve hazardous materials
- Incidents which involve a high value loss (>$50,000)
- Incidents which involve fires or major incidents at mercantile or industrial business

Dispatch and the Incident Commander are responsible for notifying the Fire Marshall (FD-3) under the following circumstances:

- All fire incidents in which the cause of the fire cannot be accurately determined
- All fire incidents in which arson is suspected
- All fire incidents involving injuries or death
- Fires involving high value loss (>$50,000)

The primary means of notification should be by Cell Phone. Notification by radio (SSFD-A) may be made during normal business hours (M-F, 8am-5pm). If contact is not made within a reasonable time period (5-10 minutes), home phone numbers.

When additional “Off Duty Personnel” are need to respond either due to the incident commander’s request or a “Working Fire” notification the following procedure will be used:

1. Text members by entering a message meeting the following format:

a. “REQUEST _CALLBACK FOR STATION _INCIDENT INFORMATION”

   i. *Example: “Request 3 callback for Station 1, Working Fire”*

   ii. *Example: “Request 3 callback for Station 1, manning the boat for water search”*

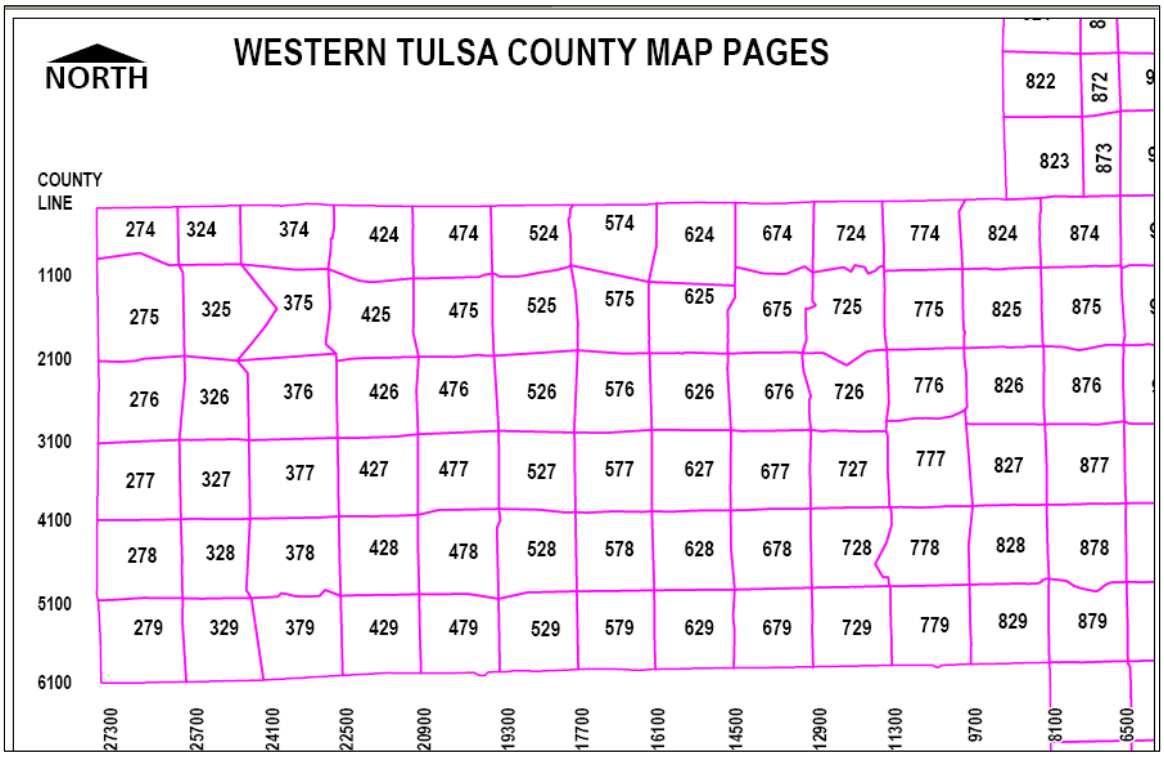
2. Available members receiving Text messages shall contact the person initiating the message, by phone to advise they are returning to the station and their travel time.
3. If the requested number of personnel do not callback within five (5) minutes, send a second message if still no response after (10) minutes notify ‘Command” and begin telephone contact of the roster.

In the summer of 2006 the SSFD instated a Multi-Alarm and Mutual Aid Policy that involves a standardized "playbook" by which assistance will be requested. This policy mainly deals with structural fires but could be used for other large incidents as necessary. The policy requires firefighters to request resources by simply stating the alarm level of the structural fire. This eliminates unnecessary radio traffic and makes decision-making easier on the commander of the incident. For instance, according to the chart below, when an Incident Commander notifies dispatch of a "working fire" (i.e.: "Franklin Command to Dispatch, this is a **working fire**"), then dispatch will automatically send a page calling back three firefighters, request EMSA for standby and notify a chief officer. Similarly if the incident escalates and the Incident Commander calls dispatch and requests a "1st Alarm" (i.e.: "Franklin Command to Dispatch, make this a **2nd Alarm**"). At that time the dispatcher would request another three members to report to Station 1 via the alphanumeric paging system and dispatch Engine 12 to the incident scene. It should be noted that incident commanders can skip alarm steps in order to get all resources at once. An example of this would be a firefighter pulling up to a large gasoline tanker on fire next to a school and requesting a 3rd Alarm automatically instead of waiting and going one step at a time. By requesting the 3rd Alarm automatically the dispatcher would summon a total of twelve (12) off-duty Sand Springs Firefighters, Dispatch Engine 12 (if in service) to the scene, notify EMSA and the Chief Officer On-Call and request an Engine and Ladder from the Tulsa Fire Department.

Terminology	Description	Resource Activation	Total Resources
"Working Structure Fire"	Normal single family residential fires or similar sized storage buildings, etc that require no additional resources at the scene but rather coverage for the rest of the city.	1. 3 Members Called Back 2. 1 EMSA Unit Standby 3. 1 Chief Officer Notified	3 Firefighters 1 EMSA C/O Notified
"2nd Alarm"	Larger sized single family dwellings where additional resources are needed at the scene and coverage is needed for the rest of the city.	1. "Working Structure Fire" Level Activation 2. 3 Additional Members Called Back 3. Dispatch Engine 12 (If In Service) or Ladder 7 to respond to the scene. Manually activate Zetron for the unit and provide radio dispatch.	6 Firefighters 1 EMSA C/O Notified
"3rd Alarm"	Commercial buildings or multi- family residential dwellings	1. "2nd Alarm Fire" Level Activation 2. 6 Additional Members Called Back 3. 1 Tulsa Engine Request for Mutual Aid 4. 1 Tulsa Ladder Requested for Mutual Aid	12 Firefighters 1 EMSA C/O Notified 1 Tulsa Engine 1 Tulsa Ladder
"4th Alarm"	Commercial buildings or multi- family residential dwellings with exposures or large fire potential	1. "3rd Alarm Fire" Level Activation 2. All Callback of Fire Department Personnel 3. 2 Tulsa Engines Requested for Mutual Aid 4. 1 Tulsa Ladder Requested for Mutual Aid 5. 1 Sapulpa Engine	All SSFD 1 EMSA C/O Notified 3 Tulsa Engines 2 Tulsa Ladder 1 Sapulpa Engine

Section 7 – Map Page Information and Geography

Knowing local geography, streets and landmarks are one of the most important attributes a good dispatcher can have. It is important that dispatchers know not only the area that is in the city limits of Sand Springs, but the surrounding area, communities, etc. The Sand Springs Fire Department utilizes a comprehensive map book system that provides one square mile accurate depictions of the streets and roadways in a given area. The map pages are all three digit numbers and correspond to the map below.

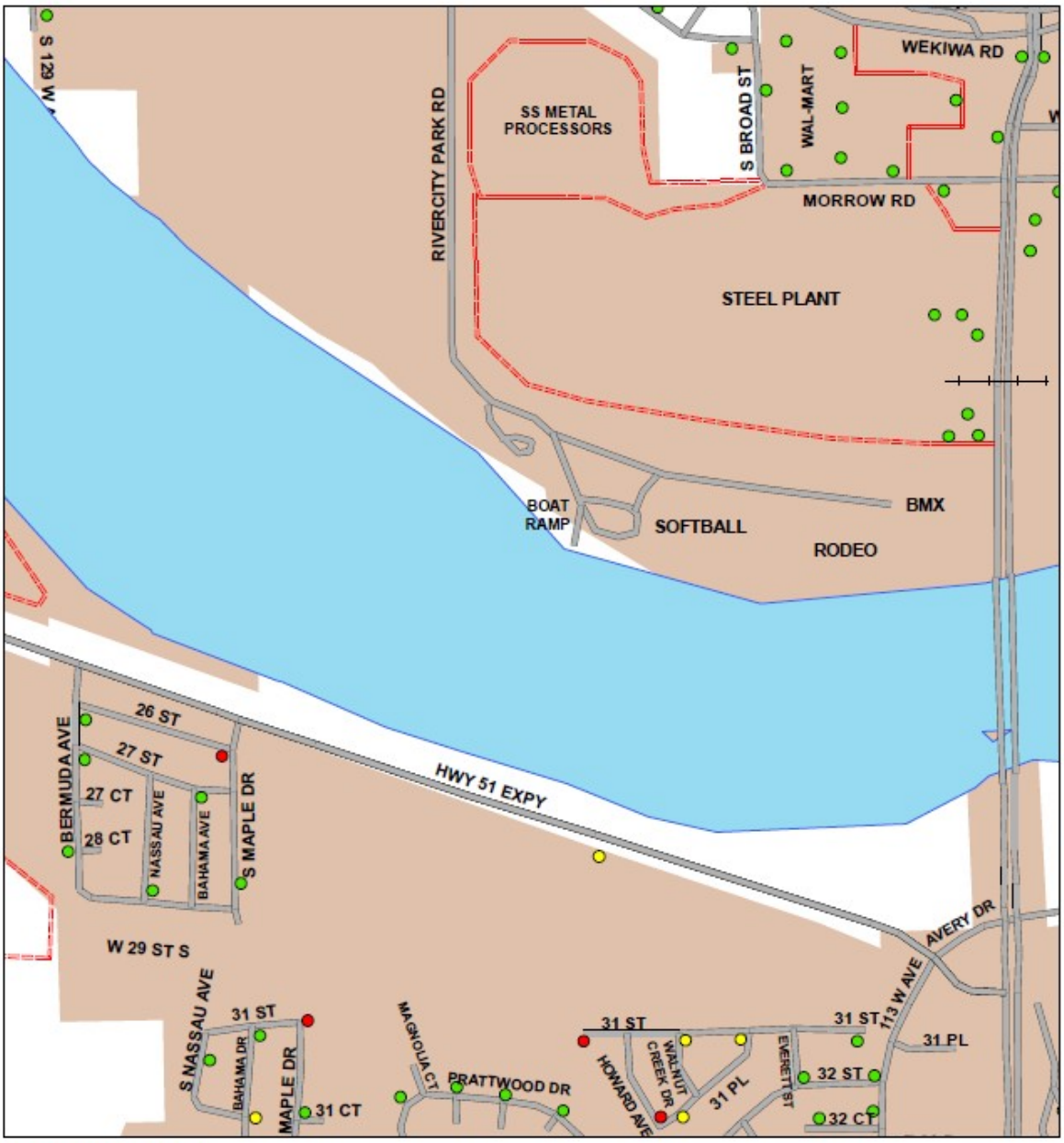


It should be noted that these maps increase by fifty going east and decrease by fifty going west. They also increase by one going south and decrease by one going north. The numbering and mapping corresponds with the entire Tulsa Metropolitan Area Emergency Mapping System and is updated by the Tulsa Regional 911 Center on our behalf. A sample map page is provided on the next page.

MAP PAGE 726

725
676 776
727

N
W E
S



MGWOOD 9/14/2010

1 inch = 892 feet

0 475 950 1,900 Feet

Section 8 – Troubleshooting

Listed below are some of the rare, but possible circumstances that could present obstacles to the normal dispatching procedure. Suggestions and auxiliary procedures are also provided.

The CAD System recommends an unstaffed apparatus

CAD does not know if units are staffed or not. When normally staffed apparatus (E1, E2, L1) are all assigned the system will default to unstaffed cover units, typically E12. Unless callback personnel are at the station no one is available to staff this apparatus. It is appropriate to contact command, or one of the normally staffed apparatus and advise you have a call holding. They may be able to cover the call or ask that you contact a mutual aid partner. If mutual aid is requested, simply assign the respective initial response unit for that department, i.e. BF_1. Some mutual aid partners will provide response time data for our records.

Failure of Spillman Flex CAD System

Like most computer systems, occasional failures or glitches will cause the CAD to stop working. Remember that CAD sends data to Locution which alerts us we have a call, so one of the largest issues will be manually alerting the fire stations. Until we complete the installation and training for Locution manual alerting will be done over the radio. Another issue will be that no response recommendations will occur. This means dispatchers can recommend the appropriate units by memory or by simply dispatching calls as "Station 1, Station 2, medical emergency, etc" if necessary. as was done in the past. Dispatchers should keep written record of key times, and benchmarks to assist in accurately recording narratives when CAD is back online. Printouts in the stations do not work when CAD is down.

Loss of Dispatch Radio Communications

The Radio Communications System currently in place relies on two tower sites in the City of Tulsa. The downtown tower site (located on the BOK Tower at 2nd and Boston) is the main tower site that is used by radios operating in and around Sand Springs. If this site receives a power failure then oftentimes our radios will not adequately communicate. When a radio failure occurs, both fire stations should be notified by phone. Printouts and Locution alerts will still work during a radio system failure because they are on a separate and totally redundant system. For dispatching calls, it is recommended to enter the calls in CAD as is done normally which cause an alert tone and printout to occur at the station and phone the station to confirm receipt of the call. Firefighters will in turn call dispatch to advice on scene, in service, etc.

Failure of the Locution Fire Station Alerting System

The Locution Fire Station Alerting System is a crucial part of the alerting during day-to-day operations. When failure of this system occurs, notification should be made to both fire stations and the Chief On-Call. Failure of this system means that firefighters will need to closely monitor radio traffic since that will be their only means of communication.

amberplan.pdf

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OKLAHOMA'S

AMBER PLAN

Oklahoma's Child Abduction Recovery System

1-877-OKAMBER
1-877-652-6237

Oklahoma's Child Abduction Recovery System

1-877-OKAMBER
1-877-652-6237

Oklahoma's Amber Alert Plan (Amber Plan) was developed out of a desire to use maximum public participation to recover children in only the most serious child abduction situations, through a coordinated effort of the use of the media, law enforcement, technology and the public. The Amber Plan is a cooperative agreement among the Office of the Governor, the Department of Public Safety (DPS), the Oklahoma Association of Broadcasters, and various law enforcement agencies in the state of Oklahoma. The Amber Plan is an early warning system available for use by law enforcement through the Oklahoma Law Enforcement Telecommunications System (OLETS) to alert the public when a child has been abducted and law enforcement believes the child is in immediate danger. It is believed that the early warning distributed by the state radio and television Emergency Alert System (EAS) will coerce a child abductor into releasing a child, for fear of being apprehended.

OKLAHOMA'S AMBER PLAN REQUIREMENTS ARE AS FOLLOWS:

A Law enforcement agency must meet two (2) criteria when evaluating a possible child abduction in order to activate the Amber Plan. Law enforcement agencies **must have both** parts of the scenario present before an activation of the alert can occur. The guidelines are as follows:
`

The Amber Plan should only be activated when a child **17** years of age or younger, or an individual under proven mental or physical disability is abducted and there is reason to believe the victim is in imminent danger of serious bodily injury or death.

AND…

There is information available to disseminate to law enforcement agencies and the general public which could assist in the safe recovery of the victim and/or the apprehension of a suspect.

Law enforcement should make a concentrated effort to verify that an actual abduction has taken place, but some margin for error must be tolerated. If the above guidelines are met except there is no concrete confirmation of an abduction, then Law Enforcement should consider issuing a **Missing Endangered Juvenile Alert** through (OLETS). Each case under this scenario should be independently evaluated.

1. The Amber Plan **is not** activated for every child abduction or child custody dispute. The Amber Plan is activated only when the specific requirements of the Amber Plan are met.

3. After receiving a report of a possible child abduction, the local law enforcement agency conducts an investigation to determine if the reported child abduction meets the requirements of the Amber Plan. If the investigation determines that an abduction has occurred, the law enforcement agency will fill out the Amber Plan activation form on OLETS. To access the Amber Plan activation form, the law enforcement agency's dispatcher will by simultaneously holding down the 'Ctrl and "G" functions on the computer keyboard and then typing in the word '**Alert**'. The dispatcher then enters information into the form concerning the abduction. When the information has been entered, the information is sent electronically to the DPS Communications Center.

   NOTE: If the reporting agency does not have an OLETS Terminal, the agency should contact the OLETS Terminal Agency that services their law enforcement information requests.

   should they have any questions or need to contact the Amber Plan Coordinator.

4. The DPS Communication Center, upon receiving the child abduction information, will forward the information to Oklahoma's Amber Alert Coordinator. It is the responsibility of the Amber Alert Coordinator to verify with the reporting agency the information on the abduction prior to issuing the Amber Alert.

5. The Amber Plan is activated by simultaneously utilizing four (4) mediums of communication: 1) Amber Plan information is broadcast over Oklahoma's ***State Emergency Alert System (EAS)*** through **Clear Channel Communications**, 2) The Amber Plan information is sent electronically through ***OLETS*** to all law enforcement agencies statewide, 3) programmed 'Amber Alert' messages are sent electronically to Oklahoma's Department of

Transportation ***Intelligent Traffic Systems*** digital road signs, 4) The Amber Alert is sent via ***e-mail*** to all participating partners of the 'Public-Private Sector E-mail Database' and those that have supplied cell phone or pager contact information.

6. The information sent through Clear Channel Communications is delivered immediately to all participating radio and television stations throughout Oklahoma. Although the Amber Alert is sent out only once through the State EAS system, participating radio and television stations are requested to announce the Amber Alert information every half hour for the next two hours, then one time per hour for the next three hours.

7. Updates and cancellations concerning the **Amber Alert** will be disseminated to all law enforcement agencies through OLETS by the investigating agency.

8. DPS will provide up-dated or cancellation information to each public-private partner. Each public-private partner is responsible for providing up-dated information or canceling the Amber Alert and any information it has disseminated through its communications systems.

9. The TV and Radio media, by broadcasting frequent public alerts about the descriptions of the victim(s), suspect(s) and other vital information during the first hours of an abduction, is crucial to the recovery to the abducted child.

PARTIICIPATING AGENCIES SHOULD FOLLOW THESE NOTIFICATON AND OPERATIONAL PROCEDURES:

1. After local law enforcement officials have determined abduction has occurred, the Communications Center of Oklahoma Department of Public Safety will be notified through OLETS and provided with the abduction information. DPS, upon verifying the accuracy and the most current information about the abduction will issue an **"Amber Alert"** via the State Emergency Alert System (EAS).

2. The Department of Public Safety will place photographs of the victim and abductor on the DPS Amber Alert website as soon as they become available.

3. Participating media stations endec should be programmed for Civil Emergency Message (CEM). This is the event code that will be used for an **Amber Alert.** *You must make certain that your receiver is programmed to receive CEM.* An audio tape with the alert is available for testing purposes.

4. The Amber Alert CEM will be delivered to Participating Stations via their EAS receiver. Your receiver may be programmed for an automatic interrupt of programming or delay. If delayed, the alert should be broadcast within 15 minutes of receipt of the alert. Getting the information on the air as soon as possible is the key factor. The most crucial time in an abduction is the first one to two hours.

5. The Participating Stations are asked that for the first two hours you broadcast the information every 30 minutes, then once an hour for the next 3 hours.

6. It is important that we have maximum participation from all Participating Stations as the child abductor may have traveled to your area within the first two or three hours of the abduction.

Prompt broadcasting of an abduction is an integral and important part of the Amber Plan and Oklahoma's statewide child protection network**. If it only saves the life of one child, it is well worth your participation—that one child may be from your community.**

OKLAHOMA'S AMBER PLAN

Recommendations For Participating Law Enforcement Agencies:

1. Each law enforcement agency should have at least one (1) designated reporting officer.

2. Each law enforcement agency should have an assigned phone number that can roll over into at least two (2) separate lines to take the phone calls if the Amber Plan is activated.

3. Each law enforcement agency should have volunteers or personnel identified to take the phone calls for at least 24 hours once the Amber Plan is activated

4. The agency activating the Amber Alert maybe requested to submit supporting documentation concerning the Amber Alert activation to the Amber Plan Committee. At no time would the Amber Plan Committee request documentation or information that would affect a case still being investigated.

7. It is suggested that agencies provide reporting officers with child abduction training when such courses are available. For information on the availability of child abduction training, contact the Amber Alert Coordinator's Office

8. Since the activating agency will begin receiving a very high volume of calls almost immediately after activation, the reporting agency is required to have a phone line capable of "rolling over" into two additional lines. This will enable personnel to aid in taking information vital to law enforcement officials.

Requirements For Amber Plan Reporting Officers:

1. Reporting officer must be a certified law enforcement officer.

2. A Representative of the reporting agency must, if requested present a briefing to the Amber Plan Committee at its next meeting following the activation of the Amber Plan.

AMBER PLAN

LAW ENFORCEMENT CHECKLIST

1. IS THE KIDNAPPING ONE IN WHICH THE CHILD VICTIM IS 17 YEARS OF AGE OR YOUNGER?

   IF YES, ANSWER QUESTION *5.*
   IF NO, ANSWER QUESTION 2.

2. IS THE KIDNAPPING ONE IN WHICH THE CHILD VICTIM HAS A PROVEN MENTAL OR PHYSICAL DISABILITY?

   IF YES, ANSWER QUESTION *5.*
   IF NO, ANSWER QUESTION 3.

3. WAS THE CHILD KIDNAPPING **WTTNESSED** BY ANYONE?

   IF YES, ANSWER QUESTION *5.*
   IF NO, ANSWER QUESTION 4.

4. DID THE CHILD KIDNAPPING INVOLVE ACTS OF VIOLENCE?

   IF YES, <u>ACTIVATE THE AMBER PLAN</u>
   IF NO, ANSWER QUESTION *5.*

5. DO YOU BELIEVE THE CHILD TO BE IN DANGER OF SERIOUS BODILY HARM OR DEATH?

   IF YES, <u>ACTIVATE</u> <u>THE</u> <u>AMBER</u> <u>PLAN</u>
   IF NO, DO NOT ACTIVATE THE AMBER PLAN

6. THE ALERT MUST CONTAIN A DESCRIPTION OF THE CHILD AND DETAILS OF THE ABDUCTION. THE INVESTIGATING AGENCY SHOULD CAREFULLY CONSIDER NOT ACTIVATING THE PLAN IF THERE IS NO INFORMATION TO SEND OUT.

Department Of Public Safety
Amber Alert Information To Be Sent On OLETS
1-877-OKAMBER / 1-877-652-6237
(Sample)

Agency Data

Reporting Agency:_____

Officer's Name:_____

Telephone Number:_____

Reporting Agency:_____

Case Data:

	Yes	No*
Is this believed to be a child abduction?	___	___
Was this child 17 years of age or younger or an individual under proven mental or physical disability?	___	___
Is there reason to believe the victim is in imminent danger or serious bodily injury or death?	___	___
Is there information to disseminate to the general public which could assist in the safe recovery of the victim and/or the apprehension of a suspect?	___	___

The answer of* **No *to any of these questions renders the Amber Alert non-applicable.*

Date and time of Event_____

Victim Data #1

First Name _____

Last Name _____

Race_____

Clothing Description _____

_____

Last Known Location_____

Victim Data #2

First Name

_____

Last Name

_____

Race_____

Clothing Description

_____

_____

_____

Suspect Data #1

First
Name_____
Last Name

_____

Race_____

Clothing Description

_____

_____

Suspect Data #2

First
Name_____

Last Name_____

Race_____

Clothing Description_____

_____

_____

Vehicle Data

Color_____ Year_____

Make_____

Model _____ Style_____

License Plate_____ License State_____

naloxone-usage-form.pdf

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OSDH Intranasal Naloxone Usage Form

Agency Demographics

Date: ____/____/____ Agency:_____ Agency ID#:_____ Trauma Region:_____

Please select your agency licensure level: ☐ EMR/FR ☐ Basic ☐ Intermediate ☐ Paramedic

Reason for refill: ☐ Administered kit ☐ Broken/lost kit ☐ Kit outdated ☐ Other_____

If kit used for overdose, please complete the rest of the form.

Provider Demographics

Employee License #:_____

Date of Overdose: ____/____/____ Time of Overdose: ____ ____ : ____ ____ AM PM (circle one)

ZIP code where overdose occurred:_____

Gender of the person who overdosed? ☐ Female ☐ Male ☐ Unknown Age :_____

Patient Vital Signs and Type of Overdose

Signs of overdose present: *(check all that apply)*

☐ Unresponsive ☐ Bradypenic (<12 respirations) ☐ Apneic ☐ Cyanotic
☐ Bradycardic (<60 bpm) ☐ Pulseless ☐ Other (specify) _____

Overdosed on what drugs? *(check all that apply)*

☐ Heroin ☐ Benzos/Barbiturates ☐ Cocaine/Crack ☐ Suboxone ☐ Prescription opioids
☐ Alcohol ☐ Methadone ☐ Methamphetamine ☐ Bath salts ☐ Any other opioid
☐ Don't Know ☐ Other (specify) _____

Administration Demographics

Who was the first to arrive on the scene? ☐ EMR/FR ☐ EMS ☐ Law Enforcement

Was naloxone given prior to your arrival? ☐ Yes ☐ No ☐ Unk IF YES—by whom? ☐ Family/friend ☐ Law enforcement ☐ EMR/FR ☐ Unknown

Was naloxone given by you/your agency for a possible overdose?

☐ Yes ☐No ☐ Don't know

→ If YES, number of doses used: |____|

→ If YES, did it work? **(If intranasal naloxone was not given or did not work, please explain in comments)**

☐Yes ☐No ☐ Not sure

→ If intranasal naloxone worked, how long did it take to work?

☐ Less than 1 min ☐ 1-2 min ☐ 3-5 min ☐ >5 min ☐ Don't Know

→ Response to naloxone: *(check one)*

☐ Responsive and alert ☐ Responsive but sedated ☐ No response to naloxone

→ Post-naloxone withdrawal symptoms: *(check all that apply)*

☐ None ☐ "Dope Sick" (e.g. nauseated, muscle aches, runny nose, and/or watery eyes)
☐ Irritable or Angry ☐ Physically Combative ☐ Vomiting ☐ Other (specify): _____

Patient Outcome Data

Other procedures performed *(check all that apply)*

☐ Sternal rub / Lip rub ☐ Recovery Position ☐ Rescue breathing ☐ Chest Compressions
☐ Automatic Defibrillator ☐ Yelled ☐ Shook them ☐ Oxygen
☐ IV ☐ Intubated ☐ Rescue Airway (OPA, NPA)
☐ Supraglottic Airway (King, LMA, Combitube, etc.) ☐ Other (specify): _____

Disposition: *(check one)*

☐ Treated & transported to MTF ☐ Treated & transported by LE ☐ Treated & transported by POV
☐ Died ☐ Refused Treatment ☐ Unknown
☐ Treated & transferred care…If EMR, who transported? _____

Write any Notes or Comments on the back.

Prison Rape Elimination Act.pdf

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2021 | By: Lt. Fogleman



Sand Springs Police Department Lock Up Facility

2021 annual review of incident-based sexual abuse data

Prison Rape Elimination Act

PREA Act of 2003

The Prison Rape Elimination Act (PREA) was passed unanimously by both parties in Congress in 2003. The purpose of the act is to “provide for the analysis of the incidence and effects of prison rape in federal, state, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.” (Prison Rape Elimination Act, 2003.) In addition to creating a mandate for significant research from the Bureau of Justice Statistics and the National Institute of Justice, PREA funding through the Bureau of Justice Assistance and the National Institute of Corrections has supported major efforts in many state correctional, juvenile detention, community corrections, lockups, and jail systems.

The act also created the National Prison Rape Elimination Commission and charged it with drafting standards for eliminating prison rape. Those standards were published in June 2009 and turned over to the Department of Justice for review and passage as a final rule. The Department of Justice published the final PREA Standards in the Federal Register on June 20, 2012, and they became effective August 20, 2012.

In 2010, the Bureau of Justice Assistance funded the National PREA Resource Center to continue to provide federally funded training and technical assistance to states and localities, and to serve as a single-stop resource for research and tools for all those in the field working to come into compliance with the federal standards.

SSPD Policy

The Sand Springs Police Department has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Sand Springs Police Department will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

PREA Calls at the David L. Moss Center – TCSO

The Sand Springs Police Department has agreed to act as a PREA call center for the Tulsa County Sheriff's Office operations at the David L. Moss Center in Tulsa. If a dispatcher receives a call from an inmate at the DLMCC, the dispatcher will proceed as described in the Dispatcher SOP Manual.

Annual Review

The purpose of this review is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. This annual report shall include:

a. Identification of any potential problem areas.
b. Identification of any corrective actions taken.
c. Recommendations for any additional corrective actions.
d. A comparison of the current year's data and corrective actions with those from prior years.
e. An assessment of the progress in addressing sexual abuse.

Review Details

The Sand Springs Police Department Lock up Facility had zero (0) complaints of sexual abuse, harassment or retaliation during the reporting period for this year.

A. Zero problem areas were identified
B. No corrective actions were warranted
C. No corrective actions or recommendations were issued
D. Current year data matches previous data with zero complaints
E. All jail staff and officers are trained on PREA and have acknowledged the corresponding policy

Registration Grievance Form.pdf

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OKLAHOMA Corrections

SEX AND VIOLENT OFFENDER CRIME REGISTRATION GRIEVANCE FORM

Date: _____

Code: _____

No.: _____

DO NOT WRITE OR STAMP ABOVE THIS LINE

Offender Name: _____ ODOC #: _____

Address: _____

Phone Number: _____

Have you previously submitted a grievance on this same issue? ☐ Yes ☐ No

If yes, what is the date and grievance #: _____

Describe your issue or complaint that relates to your registration as a sex or violent offender in the State of Oklahoma:

_____

_____

_____

_____

Describe the action(s) you believe the Department of Corrections may lawfully take to remedy your issue:

_____

_____

_____

_____

Describe any supporting documentation you have provided within this request:

_____

_____

_____

_____

_____ _____

Grievant signature Date

MLR.JPG

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LESS LETHAL
MISSION

SSPD Survey.pdf

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Sand Springs Police Department
Community Survey

I would appreciate if you could take a few minutes to complete this survey about crime and policing in Sand Springs. This survey is designed to provide a current understanding of the perceptions and wishes of the community and to recognize if any changes in requests and wishes. The results are used to enhance policing services and to direct the department as we strive to provide the most responsive, cost efficient and compassionate police services possible. Your answers are completely confidential and your identity will not be known. Please circle the response that best represents your opinion. Your participation in this survey is voluntary and you need not answer every question. When completed, please fold so that the return address of the **Sand Springs Police Department Attn: Community Relations 602 W. Morrow Rd. Sand Springs, OK 74063** is clearly displayed.
I want to thank you for your time and completing this survey.
If you have any questions about the survey, please contact the Community Relations Coordinator at:
(918) 245-8777

John E. Mars
Chief of Police

Section 1 : Personal Safety

(Check the appropriate box)	Not Safe	Safe	Very Safe
How safe do you feel in your home at night?			
How safe do you feel in commercial areas at night?			
How safe do you feel out alone at night walking in your immediate neighborhood?			
How safe do you feel out alone at day walking in your immediate neighborhood?			

(Check the appropriate box)	Increased	Decreased	No Change
Do you think crime has increased, decreased or has had no change in the past 12 months?			

(Check the appropriate box)	Yes	No
Have you limited, changed or curtailed your activities because you are concerned about crime?		
Do you feel that crime is such an issue that you have considered moving?		

Section 2: How concerned are you about the following situations in the city during *day-time* hours?

(Check the appropriate box)	Not Concerned	Concerned	Very Concerned
Having your home burglarized			
Walking within Sand Springs			
Driving through Sand Springs			
Homelessness			
Children being exposed to drugs			
Strangers loitering near your home			
Illegal parking in Sand Springs			
Illegal parking in near your home			
Public school safety and security			
Traffic safety and violations			
Traffic collisions			
Gang violence and/or activity			
Vice crimes (drugs, prostitution, gambling etc.)			

Section 3: How concerned are you about the following situations in the city during *night-time* hours?

(Check the appropriate box)	Not Concerned	Concerned	Very Concerned
Having your home burglarized			
Walking within Sand Springs			
Driving through Sand Springs			
Homelessness			
Children being exposed to drugs			
Strangers loitering near your home			
Illegal parking in Sand Springs			
Illegal parking in near your home			
Public school safety and security			
Traffic safety and violations			
Traffic collisions			
Gang violence and/or activity			
Vice crimes (drugs, prostitution, gambling etc.)			

Section 4: To what extent do you believe the issues listed below are a problem in Sand Springs?

(Check the appropriate box)	Significant	Somewhat	Insignificant
Car horns/stereos/alarms			
Speeding cars/screeching tires			
Illegal drug possession and use			
Illegal dumping/littering			
Loud music or other noise from homes			
Traffic collisions			
Gang violence and/or activity			
Parking/traffic problems			
Vice crimes (prostitution, gambling, drugs etc...)			
Pedestrian traffic (crosswalks, lighted paths, etc...)			
Bicycles traffic (Riding in roadway, obeying traffic laws, etc...)			
Burglary			
Inadequate street lighting			
Public drinking/intoxication			
Stray/barking dogs			
Trespassing upon your property			
Traffic violations (speeding, disobeying traffic lights, etc...)			
Vandalism/graffiti			
Youths "hanging around", blocking streets, sidewalks, businesses			
Homelessness			
Internet/Computer "scams" crimes			

Section 5: Experience with Sand Springs Police

(Check the appropriate box)	Yes	No	
Have you had any contact with the Sand Springs Police in the past 12 months?			If no skip to section 6
Were you treated professionally, with dignity and respect?			

If you called the Sand Springs Police for any reason in the past 12 months, how quickly did they respond?

- [ ] They responded faster than I expected
- [ ] The time it took was about right
- [ ] They responded too slowly
- [ ] They never came

Section 6: Overall perception of the Sand Springs Police Department

(Check the appropriate box)	Yes	No
Is the Sand Springs Police Department responsive to your needs?		
Would you hesitate to call the Sand Springs Police Department for assistance?		

If you answered no to either of the above questions please explain below:

Overall, how well do you feel the Sand Springs Police Department does in providing services to the community?

1. Very Poor **2. Poor** **3. Fair** **4. Good** **5. Excellent** ☐

Section 7: Topical issues

(Check the appropriate box)	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
SSPD overall performance is good					
I have confidence in the competence of the officers					
The attitude and behavior of SSPD officers is professional					
SSPD officers are honest and ethical when dealing with you					
SSPD officers show concern for your rights as a member of the community					
SSPD officers show a real interest in being fair when making decisions that affect you					

Is there something we did not ask that you would like the Sand Springs Police to be aware of?

Section 8: Residential status

Where in Sand Springs do you live? (if you do not wish to list your address please give a general area such as "North of 2nd street and west of Lincoln Ave.")

Do you own or rent your home? _____ Own _____ Rent

Are you currently employed? _____ Yes _____ No

What is your age group? _____ Under 20 _____ 20 -29 _____ 30 – 39
_____ 40-49 _____ 50 -59 _____ Over 60

Gender: _____ Male _____ Female

Once again thank you for your participation in this effort your opinion on these matters is of the utmost importance to the Sand Springs Police Department.

temp guide.JPG

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Estimated Vehicle Interior Air Temperature vs Elapsed Time

Elapsed time	Outside Air Temperature (F)					
	70	75	80	85	90	95
0 min	70	75	80	85	90	95
10 min	89	94	99	104	109	114
20 min	99	104	109	114	119	124
30 min	104	109	114	119	124	129
40 min	108	113	118	123	128	133
50 min	111	115	121	126	131	136
60 min	113	118	123	128	133	138
1 hr +	115	120	125	130	135	140

via Department of Geosciences, San Francisco State University

IJR

TMD Assignment.pdf

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Sand Springs Police Department

Inter-Office Correspondence

TO:

FROM:

DATE:

REF: REASSIGNMENT TO TEMPORARY MODIFIED DUTY POSITION

You are hereby notified that your request for a Temporary - Modified Duty assignment has been approved effective Date: Time: . Your status will remain limited until further notice.
While on Light Duty Status, the following shall apply:

☐ **Approved**	☐ **Not Approved**	Drive a marked police vehicle
☐ **Approved**	☐ **Not Approved**	Take any official police action
☐ **Approved**	☐ **Not Approved**	Work any off-duty employment
☐ **Approved**	☐ **Not Approved**	Carry a firearm
☐ **Approved**	☐ **Not Approved**	Be active on Specialty Team _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____
☐ **Approved**	☐ **Not Approved**	Other: _____

You will report to your supervisor while on temporary light duty assignment for any assignments, supervision and administrative matters.

Safeline card.pdf

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Safeline

DON'T BE AFRAID TO GET HELP

If you are in an abusive relationship, have been sexually assaulted or know someone who needs help, please call

Toll-Free
1-800-522-SAFE(7233)

translation services in 150 languages

Our advocates can help you escape a potentially fatal situation.

D stributed by the
Ok ahoma Office o Attorney General

About he Ok ahoma Safe-L ne

The **Safe-Line** is a toll-fre , V/TDD accessible 24-hour hotl ne for Oklahomans seeking help or information about d mestic violence, sexual assault or stalking

The Ok ahoma Safe L ne Offers

* Confidential calls with trained individuals who understand the issues of d mestic violence, sta king and sexual assault

* Assistance in safety planning

* Referrals to Oklahoma crisis centers, shelters and other state resources

This publ cat on, printed by Ce tral Printing is issued by the O fice of Atto ney Gene al as authori ed by Mike Hunter 35,000 copies have been prepared and distributed at a cost of $3,500.00. Copies have be n depo ted with the Pub ic at ons Clea nghouse of the Okla oma Depa tment of Lib ar e [74 O S 2001 § 3105(B)]

Noti e of Rights

As a victim of the crime of domestic abuse, rape, forcib e sodomy or stalking, you have

*the right to request that charges be p essed against your assailant

*the right o request p otection from any harm or threat of harm a ising out of coope ation with law enforcement and p osecution efforts and o be p ovided with

*informat on on the l vel of prot ct on availab e

*the right to be informed of financial assistance and othe so ial se vices availab e, including information on how to ap ly for the as istance and se vices

*the right to file a peti on for a p otective orde or, when the court is not open for busines , an eme gency temporary p otective orde

*the right to be informed by the inte viewing office and he D strict Attorney of othe victim's rights availab e pursuant o Tit e 21 §142A 2 and 3 of the Oklahoma Statutes

As a victim of the crime of ape or forcib e sodomy, you have the right o a fre medical examination for the p ocurement of evidence to aid n the p osecution of your assailant.

Officer's name: _____
Case Number: _____
Local Crisis Center: _____

Red Flag Lethality Indicators

The following are indicators of potential lethality in domestic violence relationships:

Use of or threats with a weapon
Access to weapons
Threats to kill
Strangulation
Extreme jealousy/posessiveness
Forced unwanted sex/rape
Stalking
Hostage taking/kidnapping

Situations or Events that may Lead to an Increase in Harm and Risk:

Abuser's release from jail/prison
Abuser served with Protective Order
Separation from the abuser
Custody decisions pending
Recent unemployment

Safeline

NO TENGA TEMOR,
PIDA AYUDA

Si usted
está en una relación abusiva,
ha sido violada sexualmente, o
sabe de alguien que necesita
ayuda l ame por favor

Sin Costo
1-800-522-7233
(SAFE)

Serv cios de traducción
en 150 idiomas

Existe ayuda para salir
de una situación que podría
resultar mortal

Distribuid p r el F scal del Estad
(Ok ahoma Office o Attorney General)

Acerca de la Línea de Protección "Oklahoma Safe-L ne"

La **Línea de Protección** es una línea de ayuda g atuita accesible las 24 horas y V/TDD (para el no oyente) para cualquier persona dentr del estado de Oklahoma que necesite ayuda o información acerca de la violencia domésti a, el asalto sexual o el acoso.

En Oklahoma La Línea de Protección Ofrece:

* Asesoría totalmente confidencial con personal capacitado para manejar las diversas dinámicas de la violencia domésti a, asalto sexual o el acoso
* Ayuda para establecer un plan de seguridad, y
* Información sobre ot os recursos d sponibles en el estado, tales como centros de crisis y refugios

Esta ed c ón, imp eso po Cent al Print ng y d st b d por la O c na del F scal del Estad , e tá autorizada po Mike Hunter. 35,000 copias han sido preparadas y distribuidas a un costo de $3,500.00. Copias han sido depositadas en el Banco de Publicaciones del Departamento de Bibliotecas de Oklahoma [74 O.S. 2001 § 3105(B)]..

Notificación de Derechos

Como victima del crimen de violencia domestica, violación, sodomía forzada o acoso usted tiene:

* El derecho de levantar cargos en contra de la persona culpable
* El derecho de pedir protección ante cualquier peligro o amenaza como resultado de su cooperación a favor de las agencias de seguridad pública y de recibir información sobre el nivel de protección disponible.
* El derecho de ser informado de servicios de asistencia financiera u otros servicios sociales, inclusive el derecho de rec bir información sobre cómo aplicar pa a la asistencia y servicios
* El derecho de solicitar una orden de protección, o en caso de que se requiera fuera de horas hábiles de la corte, una orden de protección temporal de emergencia
* El derecho de ser informado por el oficial y el Fiscal del Distrito de ot os derechos d sponibles pa a victimas de acuerdo al Titulo 21, Pár afo 42A-2 y 3 de los Estatutos de Oklahoma

La victima de un crimen de violación o sodomía forzada tiene el derecho de recibir un examen médico sin costo alguno pa a obtener evidencia que ayuda á a enjuiciar al asaltante

Nombre del Oficial: _____

Número del Caso: _____

Ayuda Local/refugio: _____

Indicadores de Peligro Mortal

A continuación se notan algunos indicadores de potenciales peligros mortales relacionados a la violencia doméstica:

Estrangulación
Acoso/acecho
Separándose del abusador
Trámites de custodia pendientes
Amenazas de matar o suicidarse
Celos extremo/posesivo
Acceso a armas
Rapto, robo o tomándola rehén
Asalto Sexual/ Violación

Insurance Enforcement FAQ Sheet.pdf

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Criminal Trespass Warning.pdf

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SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS WARNING

Name: _____ **Descriptors:** _____

Date of Birth: ____/____/____ **DL or ID #** _____

Address: _____

Be advised that you,_____, are absolutely forbidden to enter and/or remain upon my property, described below, at any time. The property is described as:

_____

_____

_____

This is to include, but is not limited to, the driveway or any part of any section of the land that comprises the above referenced property.

Be advised that should you enter and/or remain upon the property described above after receiving this notice, you may be arrested, cited and charged with a violation of the *Sand Springs Municipal Code of Ordinances 09.16.090, Trespass Prohibited,* or *Oklahoma State Statute Title 21§1835.1, Right to Forbid Entry or Presence of Persons Convicted of Certain Crimes into Businesses*.

_____
SIGNATURE OF PERSON BEING SERVED
Note "Refused" if person will not sign.

_____ _____
SIGNATURE OF PROPERTY OWNER / AGENT SIGNATURE OF SSPD OFFICER

_____ _____
PRINTED NAME OF PROPERTY OWNER / AGENT PRINTED NAME OF SSPD OFFICER & BADGE #

For SSPD Use Only

Date entered into Trespass Database: _____/_____/_____ By:_____
Printed name of employee

Tow Slip.pdf

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Sand Springs Police Department
Vehicle Tow In Report

Chapter 5 Traffic Operations; Section 502 Vehicle Towing

INCIDENT

Officer Name ID:	Date:	Time:	Case Number:
Location (City, County, State)	Results of NCIC Check		

DRIVER/OWNER

Driver of Vehicle:	Address:	DL/ID number
Registered Owner Name	Address:	

VEHICLE(S)

Vehicle Year	Vehicle Make	Model	Tag No.	State	Tag Year	VIN No.	Color(s)

Reason for Tow In:	Any Hold : ☐ Yes ☐ No	Explain Hold: Title/Registeration

Trailer Make	Year	Tag No.	State	VIN N0.	Color(s)

Tow In

Wrecker Co. :	Stored At:	Vehicle In Running Condition: ☐ Yes ☐ No	List damage to and property left in vehicle in space provided below

Authority

Officer Releasing Vehicle to Tow Driver:	Tow Truck Driver Name:

Release

Released to Name:	Released to Signature:
Address:	Released By:

Date:	Time:	Release Authority: ☐ Title ☐ Reg. Check ☐ Other (explain)

FOX.JPG

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CI Contract-State.pdf

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Sand Springs Police Department
Street Crimes Team

Confidential Source Agreement

I _____ have entered into the following agreement with the state of Oklahoma.

- I have had the opportunity to review the contents of this agreement, and each and every term and condition of this agreement has been explained to me to my satisfaction.
- I am entering into this agreement freely and voluntarily.
- It has been explained to me that I have substantial criminal liability and prosecution exposure resulting from my actions on _____ , in Tulsa County Oklahoma.
- It has been explained to me that if I lend my cooperation and testify truthfully on behalf of the City of Sand Springs and/or other prosecuting authority, that the City Prosecutor of the City of Sand Springs Oklahoma, will take this into consideration in reaching a plea agreement in this case.
- I understand that if I cooperate with the City, this cooperation will result in the following event (s) occurring:
    1. **That a total of _____ separate individuals who are engaged in the trafficking and/or selling of controlled dangerous substances, will be arrested by law enforcement officers as a result of my cooperation.**
- Should the above event fail to transpire the result will be, the charges arising from my conduct on _____ will be re-filed and the City will proceed with the prosecution.
- I understand that after the signing of this agreement the City will dismiss my pending charge in Case # _____ without prejudice to re-filing said case.
- I understand that in the above-mentioned event, that the total of _____ individuals contemplated will be of the Sand Springs Police Departments choosing, with the understanding that I have knowledge of their criminal activity.
- I also understand that this agreement covers only my conduct on _____ and does not act as immunity for other crimes that I might have committed.

NOTE: The City's recommendation may be renegotiated based upon the Defendant's cooperation with law enforcement officials.

My cooperation will include but is not limited to the following:

1. Revealing the total nature, scope and operation of any individual that to your knowledge are engaged in the distribution of controlled dangerous substances. This information includes but is not limited to any past, present or future information concerning any criminal activity of any person (s) as deemed appropriate by the law enforcement agency.
2. Revealing the nature, scope and operation of my involvement in controlled dangerous substance distribution.
3. Making introductions of any undercover law enforcement officer for the purpose of gathering evidence, against the distributors of controlled dangerous substances, or any other person as deemed appropriate by the Sand Springs Police Department.
4. That I will testify truthfully at any and all proceedings, including preliminary hearings, trials, re-trials, and/or sentencing, pertaining to any and all individuals being prosecuted in any City, State or Federal Court or arising from this investigation. Specifically, my testimony will not be limited to individuals arrested as a result of my cooperation.
5. That I will allow myself to be interviewed by officers of the Sand Springs Police Department, by the City of Sand Springs City Prosecutor's office, or any other law enforcement officer designated by the Sand Springs Police Department, and during the interviews, I will not attempt to be deceptive or provide only portions of my complete knowledge, nor will I, by my attitude and demeanor, make any interviews difficult for those interviewing me.
6. I will not participate in any illegal drug or other criminal activity unless it is with the Sand Springs Police Department's **FULL KNOWLEDGE AND APPROVAL, UNDER THEIR SUPERVISION, FOR THE PURPOSE OF CONDUCTING AN INVESTIGATION.**
7. I agree not to divulge to any person my status as a cooperating individual unless required to do so in court and shall not represent myself to others as an employee or representative of any law enforcement agency.

- OVER -

8. I will voluntarily give my consent to having my oral communications recorded for evidentiary purposes.
9. I agree that I will not initiate contact with anyone who might be a target of a law enforcement investigation except under the direction of my controlling agent and that I have no police powers under the State of Oklahoma or any local government subdivision and I have no authority to carry a weapon while performing my activities as a cooperating individual.
10. I fully understand that all evidence must be corroborated to the satisfaction of the case agent and/or controlling agent by such means as taped telephone calls with target defendant (s), audio transmitter recordings, and physical surveillance by law enforcement personnel, all complimented by supporting documentation. Corroboration will be deemed sufficient if, in the opinion of the case agent and/or the controlling agent, probable cause has been established to believe that the identified person did in fact commit a violation of the law for which legally obtained evidence was obtained.
11. I fully understand that it is **my obligation** to remain in constant contact with members of the Sand Springs Police Department's drug enforcement team, and let them know my whereabouts at all times. I also understand that if the are unable to locate me for any **48 hour** period that I will be in breech of this agreement.

Further the undersigned will acknowledge the following:

- I understand that the Sand Springs Police Department will take all of the above factors into consideration in fairly determining whether I have been cooperative and trustworthy. I understand that the Sand Springs Police Department and the City Prosecutor's Office will make the final decision regarding whether or not I have abided by the terms of this agreement.
- There are no other promises or agreements between myself and the City of Sand Springs, other than those contained herein.
- I have not been threatened or coerced into making this agreement.
- I understand that this agreement will be void if any of the above conditions are not met, if I violate any law (City, State or Federal) or if I make any statements or any actions that might jeopardize the investigation of this or any other case.
- If I breach the terms of this agreement, I understand that everything that I have said can and will be used against me in a court of law.
- I understand that I am not an employee of the City of Sand Springs, or the Sate of Oklahoma and that I will not hold them liable for any injuries as a result of my cooperation. Further that I understand that I am not covered by workers compensation. Also that I will be Prompt to any and all meetings with the Sand Springs Police Department and will account fully for all funds provided by the Sand Springs Police Department.
- I will not knowingly or intentionally perjure myself or mislead law enforcement or anyone to your knowledge.
- I understand and agree that should law enforcement feel threatened or insecure about my truthfulness or reliability, this agreement can and will be terminated. In the event that this agreement is terminated due to my failure to comply with the terms set out herein, I understand that any and all information and/or statements can and will be used against me in a court of law.
- I understand and have been advised that I can have counsel present and have counsel of my choosing assist me with any questions I have regarding this agreement. I am choosing to waive my ability to bring counsel with me at this time and fully understand that I am choosing to enter into this agreement without counsel.

Defendant	**Print Name**	**Date**
Case Agent / Controlling Agent	**Print Name**	**Date**
Witness	**Print Name**	**Date**
City Prosecutor	**Print Name**	**Date**

Forfeiture checklist.pdf

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FTC.JPG

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Collision Report.pdf

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[DO NOT WRITE IN THIS SPACE]

Y N Pg ____of____

Incident Report
Investigation Completed
Investigation Made at Scene
Photographs
Revised
Fatality
Hit and Run

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT

(1) Reporting Agency | Case Number (Agency Use) | Motor Vehicles Involved | Number Injured | Number Killed

(2) Date of Collision (mm/dd/yyyy) | Time | County Number and Name | Nearest City or Town Number and Name | In | Near

(3) Distance from Nearest City or Town Limits | Mi. | Ft. | N S | Mi. | Ft. | E W | Control # | Int ID | Location | East Grid | North Grid | Administrative

(4) Street, Road or Highway | Distance from At | Mi. | Ft. | N S E W | of | (Nearest) Intersecting Street, Road or Highway

(5) Unit | Occupants | Type | Hit & Run | CMV | Last Name | First | Middle | Date of Birth (mm/dd/yyyy) | Sex

(6) Address | City | State | Zip | Telephone (Use Area Code)

(7) Driver License Number | State | Class | Endorsement(s) | Restriction(s) | Inj. Sev. | Type of Injury | Drv./Ped. Cond. | OP Use

(8) Air Bag | Ejected | Extricated | Test | 0. (% BAC) | Transported by | To Medical Facility | License Plate Number | State | Month | Year

(9) VIN | Vehicle Year | Color | 2nd Color | Make | Model | Veh. Conf. | Extent of Damage

(10) Insurance Verification | Insurance Company Name | Policy Number | Insurance Telephone (Use Area Code)

(11) Vehicle Removed by | Owner's Last Name | First | Middle Initial

Driver | Same as Driver

(12) Owner's Address | City | State | Zip | Oversized Load | Towed Veh. Type | Rolled | Burned | Phone present | Phone in use

(13) Citation Number | Statute/Ordinance Number | Citation Number | Statute/Ordinance Number

(14) Unit | Occupants | Type | Hit & Run | CMV | Last Name | First | Middle | Date of Birth (mm/dd/yyyy) | Sex

(15) Address | City | State | Zip | Telephone (Use Area Code)

(16) Driver License Number | State | Class | Endorsement(s) | Restriction(s) | Inj. Sev. | Type of Injury | Drv./Ped. Cond. | OP Use

(17) Air Bag | Ejected | Extricated | Test | 0. (% BAC) | Transported by | To Medical Facility | License Plate Number | State | Month | Year

(18) VIN | Vehicle Year | Color | 2nd Color | Make | Model | Veh. Conf. | Extent of Damage

(19) Insurance Verification | Insurance Company Name | Policy Number | Insurance Telephone (Use Area Code)

(20) Vehicle Removed by | Owner's Last Name | First | Middle Initial

Driver | Same as Driver

(21) Owner's Address | City | State | Zip | Oversized Load | Towed Veh. Type | Rolled | Burned | Phone present | Phone in use

(22) Citation Number | Statute/Ordinance Number | Citation Number | Statute/Ordinance Number

(23) Investigating Officer | Badge Number | Troop/Div. | Reviewed by (Init.) | Reviewer Badge Number | Date of Report (mm/dd/yyyy)

Unit Type
D Driver, P Pedestrian, X Pedestrian Conveyance, B Bicyclist, Z Other Cyclist, C Parked Car, A Animal, T Train

Injury Severity
0 N/A, 1 No Injury, 2 Possible, 3 Non-incapacitating, 4 Incapacitating, 5 Fatal, 9 Unknown

Type of Injury
0 N/A, 1 Head, 2 Trunk - External, 3 Trunk - Internal, 4 Arms, 5 Legs, 9 Unknown

Driver/Pedestrian Condition
00 Not Applicable, 01 Apparently Normal, 02 Drinking - Ability Impaired, 03 Odor of Alcohol Beverage, 04 Illegal Drugs, 05 Under the Influence of Medications, 06 Very Tired, 07 Sleepy, 08 Ill (Sick), 09 Dizzy/Faint, 10 Emotional, 11 Other, 99 Unknown

Occupant Protection (OP) In Use
00 Not Applicable, 01 None Used, 02 Lap Belt Only, 03 Shoulder Belt Only, 04 Shoulder and Lap Belt, 05 Child Restraint Type Unknown, 06 Restraint Used - Type Unknown, 07 Helmet, 08 Child Restraint - Forward Facing, 09 Child Restraint - Rear Facing, 10 Booster Seat, 11 Other, 99 Unknown

Air Bag Deployed
0 Not Applicable, 1 Not Deployed, 2 Deployed - Front, 3 Deployed - Side, 4 Deployed - Other (knee, air belt, etc), 5 Deployed - Combination, 9 Deployment Unknown

Ejected
0 Not Applicable, 1 Not Ejected, 2 Ejected, Partially, 3 Ejected, Totally, 9 Unknown

Extricated
0 N/A, 1 No, 2 Yes

Chemical Test
0 N/A, 1 Blood, 2 Breath, 3 Blood/Breath, 4 Test Refused, 5 None Given, 6 Other

Extent of Damage
0 N/A, 1 None, 2 Minor, 3 Functional, 4 Disabling, 9 Unknown

Insurance Verification
0 N/A, 1 No, 2 Owner, 3 Operator, 4 Exempt

Oversized Load
0 N/A, N Not Permitted, P Permitted

Towed Vehicle Type
00 N/A, 01 Boat Trailer, 02 House Trailer, 03 Farm Trailer, 04 Horse Trailer, 05 Another Vehicle, 06 Utility Trailer, 07 Homemade Trailer, 08 Box Trailer, 09 StockTrailer, 10 Camping Trailer, 11 Combination, 12 Other, 99 Unknown

WARNING - STATE LAW **Use of contents for commercial solicitation is unlawful**

Case Number _____ Pg ___ of ___

(24) Unit | Injured | Witness | Passenger | Prop Owner | Pos in Veh. | Last Name | First | Middle Initial | Date of Birth (mm/dd/yyyy) | Sex

(25) Address | Same as Driver | City | State | Zip | Telephone (Use Area Code)

(26) Injury Severity / Type | OP Use | Air Bag | Ejected | Extricated | Transported by | To Medical Facility | Property Type

(27) Unit | Injured | Witness | Passenger | Prop Owner | Pos in Veh. | Last Name | First | Middle Initial | Date of Birth (mm/dd/yyyy) | Sex

(28) Address | Same as Driver | City | State | Zip | Telephone (Use Area Code)

(29) Injury Severity / Type | OP Use | Air Bag | Ejected | Extricated | Transported by | To Medical Facility | Property Type

(30) Unit | Injured | Witness | Passenger | Prop Owner | Pos in Veh. | Last Name | First | Middle Initial | Date of Birth (mm/dd/yyyy) | Sex

(31) Address | Same as Driver | City | State | Zip | Telephone (Use Area Code)

(32) Injury Severity / Type | OP Use | Air Bag | Ejected | Extricated | Transported by | To Medical Facility | Property Type

(33) Unit | Injured | Witness | Passenger | Prop Owner | Pos in Veh. | Last Name | First | Middle Initial | Date of Birth (mm/dd/yyyy) | Sex

(34) Address | Same as Driver | City | State | Zip | Telephone (Use Area Code)

(35) Injury Severity / Type | OP Use | Air Bag | Ejected | Extricated | Transported by | To Medical Facility | Property Type

Complete information below if this vehicle is being used for COMMERCE/BUSINESS and has a GVWR/GCWR IN EXCESS OF 10,000 LBS., or has a HAZMAT PLACARD, or is a BUS WITH SEATING FOR NINE OR MORE INCLUDING THE DRIVER

(36) Unit | Carrier Name | Address

(37) City | State | Zip | GVWR | GCWR | 0 - 10K lbs | 10,001 - 26K lbs | 26K+ lbs | Axle Qty. | Cargo Body | Vehicle Use: Interstate Commerce, Intrastate Commerce, Other Non-Commercial, Government

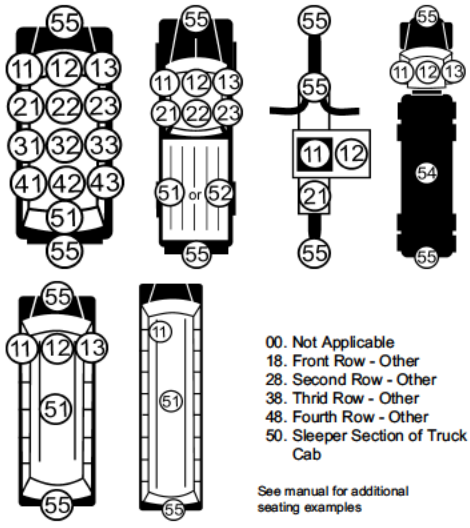
(38) U.S. DOT Number | NASI Report Number OK | Placard Number | Haz. Mat. Class | Haz. Mat. Involved Yes / No | Haz. Mat. Release Yes / No

(39) Unit | Carrier Name | Address

(40) City | State | Zip | GVWR | GCWR | 0 - 10K lbs | 10,001 - 26K lbs | 26K+ lbs | Axle Qty. | Cargo Body | Vehicle Use: Interstate Commerce, Intrastate Commerce, Other Non-Commercial, Government

(41) U.S. DOT Number | NASI Report Number OK | Placard Number | Haz. Mat. Class | Haz. Mat. Involved Yes / No | Haz. Mat. Release Yes / No

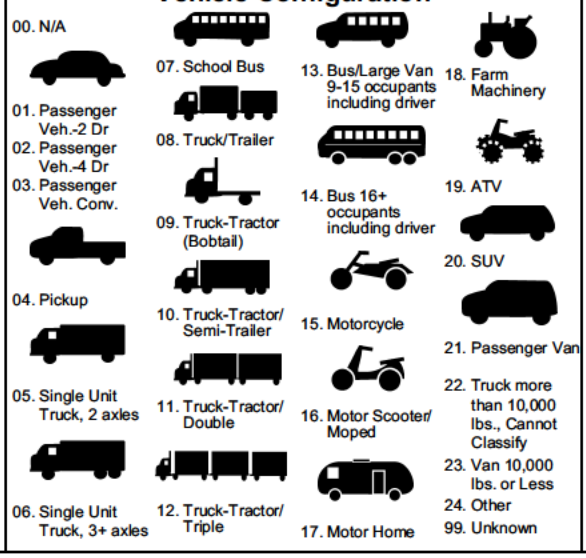
Position in Vehicle



00. Not Applicable
18. Front Row - Other
28. Second Row - Other
38. Thrid Row - Other
48. Fourth Row - Other
50. Sleeper Section of Truck Cab

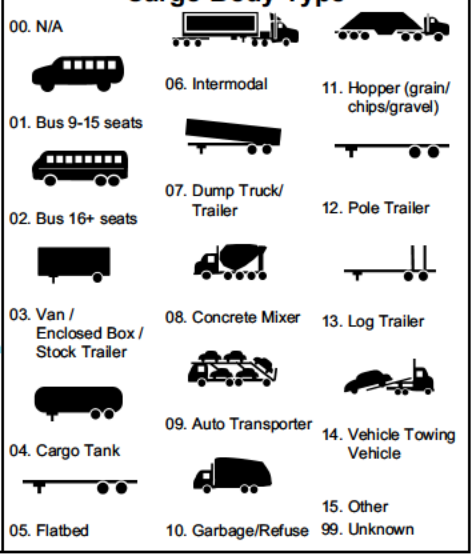
See manual for additional seating examples

Vehicle Configuration



00. N/A
01. Passenger Veh.-2 Dr
02. Passenger Veh.-4 Dr
03. Passenger Veh. Conv.
04. Pickup
05. Single Unit Truck, 2 axles
06. Single Unit Truck, 3+ axles
07. School Bus
08. Truck/Trailer
09. Truck-Tractor (Bobtail)
10. Truck-Tractor/ Semi-Trailer
11. Truck-Tractor/ Double
12. Truck-Tractor/ Triple
13. Bus/Large Van 9-15 occupants including driver
14. Bus 16+ occupants including driver
15. Motorcycle
16. Motor Scooter/ Moped
17. Motor Home
18. Farm Machinery
19. ATV
20. SUV
21. Passenger Van
22. Truck more than 10,000 lbs., Cannot Classify
23. Van 10,000 lbs. or Less
24. Other
99. Unknown

Cargo Body Type



00. N/A
01. Bus 9-15 seats
02. Bus 16+ seats
03. Van / Enclosed Box / Stock Trailer
04. Cargo Tank
05. Flatbed
06. Intermodal
07. Dump Truck/ Trailer
08. Concrete Mixer
09. Auto Transporter
10. Garbage/Refuse
11. Hopper (grain/ chips/gravel)
12. Pole Trailer
13. Log Trailer
14. Vehicle Towing Vehicle
15. Other
99. Unknown

DPS: 0192-02 REV 0107

Case Number _____

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT

Pg ____of____

	Unit	Total Lanes in Roadway	Legal Speed	Pedestrian / Pedalcyclist Only: Actions Prior to Collision	Location at Time of Collision	Safety Equip.	Unit Number of Vehicle Striking
This unit will correspond to 'Unit 1'							
This unit will correspond to 'Unit 2'							

Was the collision in or near a construction, maintenance or utility work zone? (If yes, complete this section) Yes ☐ No ☐

Type of Work Zone
1 Lane Closure
2 Lane Shift/Crossover
3 Work on Shoulder or Median
4 Intermittent or Moving Work
9 Unknown

Location of the Work Zone Collision
1 Before the First Work Zone Warning Sign
2 Advance Warning Area
3 Transition Area
4 Activity Area
5 Termination Area
9 Unknown

Workers Present Yes ☐ No ☐ Unknown ☐

Light
1 Daylight
2 Dark Not Lighted
3 Dark Lighted
4 Dawn
5 Dusk
6 Dark Unknown Lighting
7 Other
9 Unknown

Weather
01 Clear
02 Fog/Smog/Smoke
03 Cloudy
04 Rain
05 Snow
06 Sleet/Hail (Freezing Rain/Drizzle)
07 Severe Crosswind
08 Blowing Snow
09 Blowing Sand, Soil, Dirt
10 Other
99 Unknown

Locality
1 Residential
2 Business
3 Industrial
4 School
5 Not Built up
6 Mixed Use
7 Other
9 Unknown

Type of Intersection
0 Not an Intersection
2 Y Intersection
3 T Intersection
4 Four Way Intersection
5 Five Point or More
6 Intersection as Part of Interchange
7 Traffic Circle
8 Roundabout
9 Unknown

Incident Type
00 Not an Incident
51 Private Property
52 Deliberate Intent
53 Medical Condition
54 Legal Intervention
55 Suicide
57 Drowning
58 Other

Location of First Harmful Event
01 On Roadway
02 Shoulder
03 Median
04 Roadside
05 Gore
06 Separator
07 Parking Lane/Zone
08 Off Roadway, Location Unknown
09 Outside Right of Way
10 Other
99 Unknown

What Vehicle Was Going to Do Unit 1 ☐ Unit 2 ☐
00 Not Applicable
01 Go Ahead
02 Turn Left
03 Turn Right
04 Make "U" Turn
05 Stop
06 Slow for Cause
07 Start from Park/Stop
08 Change Lanes
09 Overtake
10 Pass
11 Back
12 Remain Stopped
13 Remain Parked
14 Enter/Merge in Traffic
15 Negotiate a Curve
16 Park
17 Other
99 Unknown

What Vehicle Did Unit 1 ☐ Unit 2 ☐
00 Not Applicable
01 Went Ahead
02 Turned Left
03 Turned Right
04 Entered "U" Turn
05 Stopped
06 Slowed
07 Started From Park/Stop
08 Entered Other Lane
09 Overtaking
10 Passing
11 Backed
12 Remained Stopped
13 Remained Parked
14 Entered/Merged
15 Departed Rdwy Right
16 Departed Rdwy Left
17 Swerved Right
18 Swerved Left
19 Parked
20 Other
99 Unknown

Visibility Obscured by Unit 1 ☐ Unit 2 ☐
00 Not Applicable
01 Trees
02 Embankment
03 Building
04 Signs
05 Parked Vehicles
06 High Weeds
07 Fences
08 Shrubbery
09 Ice, Snow or Frost on Windows
10 Smoke
11 Fog
12 Dust
13 Rain
14 Sun
15 Other
99 Unknown

Driver Distracted by Unit 1 ☐ Unit 2 ☐
0 Not Applicable/None
1 Electronic Communication Devices
2 Other Electronic Device
3 Other Inside Vehicle
4 Other Outside Vehicle
9 Unknown

Underride/ Override Unit 1 ☐ Unit 2 ☐
0 Not Applicable
1 No Underride or Override
2 Underride, Compartment Intrusion
3 Underride, No Compartment Intrusion
4 Underride, Compartment Intrusion Unknown
5 Override, Motor Vehicle in Transport
6 Override, Other Motor Vehicle
9 Unknown

Traffic Control Unit 1 ☐ Unit 2 ☐
00 No Control
01 Stop Sign
02 Traffic Signal
03 Flashing Traffic Signal
04 School Zone Signs
05 Yield Sign
06 Warning Sign
07 Railroad Advance Warning Sign
08 Railroad Cross Bucks
09 Railroad Gates
10 Railroad Signal
11 No Passing Zone
12 Person (including flagger, law enforcement, crossing guard, etc.)
13 Abnormal Control
14 Other
99 Unknown

Road Surface Conditions Unit 1 ☐ Unit 2 ☐
01 Dry
02 Wet
03 Ice/Frost
04 Snow
05 Mud, Dirt, Gravel
06 Slush
07 Water (standing, moving)
08 Sand
09 Oil
10 Other
99 Unknown

Road Character

Grade Unit 1 ☐ Unit 2 ☐
1 Level
2 Hillcrest
3 Uphill
4 Downhill
5 Sag (bottom)

Road Alignment Unit 1 ☐ Unit 2 ☐
1 Straight
2 Curve Left
3 Curve Right

Road Surface Type Unit 1 ☐ Unit 2 ☐
1 Concrete
2 Asphalt
3 Gravel
4 Dirt
5 Brick
6 Other
9 Unknown

Trafficway Unit 1 ☐ Unit 2 ☐
0 Not Applicable
1 One Way
2 Two Way Not Divided
3 Two Way Divided
4 Two Way Divided Positive Median Barrier
5 Turn Lane
6 Ramp / Loop
7 Driveway
8 Alley / Parking Lot
9 Unknown

Vehicle Removal Unit 1 ☐ Unit 2 ☐
0 Not Applicable
1 Towed Due to Vehicle Damage
2 Towed For Reasons Other Than Damage
3 Remained at Scene
4 Driven from Scene
9 Unknown

Vehicle Condition Unit 1 ☐ Unit 2 ☐
00 Not Applicable
01 Apparently Normal
02 Brakes
03 Headlights
04 Steering
05 Tail Lights
06 Brake Lights
07 Tires/Wheels
08 Suspension
09 Signal lights
10 Windows
11 Truck Coupling/Trailer Hitch/Safety Chains
12 Mirrors 15 Other
13 Wipers 99 Unknown
14 Power Train

Special Function of Vehicle Unit 1 ☐ Unit 2 ☐
00 Not Applicable
01 School Bus
02 Transit Bus
03 Intercity Bus
04 Charter Bus
05 Other Bus
06 Military
07 OHP
08 Other Police
09 Other Law Enforcement
10 Ambulance
11 Fire Truck
12 Public Owned Vehicle
13 Highway Equipment
14 Special Mobilized Machine
15 Other 99 Unknown

Emergency Vehicle Responding to an Emergency Unit 1 ☐ Unit 2 ☐
0 N/A 2 No
1 Yes 9 Unknown

Unsafe / Unlawful Contributing Factors Unit 1 ☐ Unit 2 ☐

FAILED TO YIELD
01 From Stop Sign
02 From Yield Sign
03 Private Drive
04 County Road at Through Highway
05 From Signal Light
06 From Alley
07 To Pedestrian
08 To Vehicle on Right
09 To Vehicle in Intersection
10 To Emergency Vehicles
12 Other

FOLLOWED TOO CLOSELY
13 Human Element
14 Traffic Condition
15 Weather Condition

UNSAFE SPEED
16 Driver's Ability (Aged)
17 Inexperienced Driver Young
18 Exceeding Legal Limit
19 For Traffic Conditions
20 For Type of Roadway (Gravel, Dirt, etc.)
21 For Ice or Snow on Roadway
22 Rain or Wet Roadway
23 Wind
24 Other Weather Conditions
25 Vehicle Condition
26 View Obstruction
27 On Curve/Turn
28 Impeding Traffic
29 Other

IMPROPER TURN
30 From Wrong Lane
31 From Direct Course
32 Right
33 Left
34 Turn About/U Turn
35 To Enter Private Drive
36 In Front of Oncoming Traffic
37 Other
38 **CHANGED LANES UNSAFELY**
39 **STOPPED IN TRAFFIC LANE**

FAILED TO STOP
40 For Stop Sign
41 For Traffic Signal
42 For School Bus
43 For Railroad Gates/ Signal
44 For Officer/Flagman
45 At Sidewalk/Stopline
46 Other

UNSAFE VEHICLE
47 Brakes
48 Steering
49 Tires
50 Suspension
51 Headlights
52 Tail Lights
53 Stop Lights
54 Wheel
55 Exhaust System
56 Windshield Wipers
57 Other Mechanical Defects

LEFT OF CENTER
58 In Meeting
59 No Passing Zone (Unmarked)
60 Marked Zone
61 Other

IMPROPER OVERTAKING
62 In Marked Zone
63 On Hill/Curve
64 At Intersection
65 Without Sufficient Clearance
66 Other

IMPROPER PARKING
67 On Roadway
68 Where Prohibited
69 Other

INATTENTION
70 Distracted by Passenger in Vehicle
71 Other Distraction Inside Vehicle
72 Distraction From Outside Vehicle
73 Other

WRONG WAY
74 On One Way
75 On Exit Ramp
76 On Entrance Ramp
77 Other

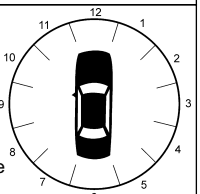
IMPROPER START FROM
78 Parked Position
79 Other
80 **ALCOHOL-DUI/DWI**
81 **DRUG-DUI**

OTHER IMPROPER ACT/ MOVEMENT
82 Failed to Signal
83 Disregarded Warning Signal
84 Improper Use of Lane
85 Improper Backing
86 Apparently Sleepy
87 Failed to Secure Load
88 Other/Unknown

UNKN./NO IMPROPER ACT
89 Deer in Roadway
90 Animal in Roadway
91 Domestic Animal in Rdwy
92 Avoiding Other Vehicle
93 Avoiding Pedestrian
94 Object/Debris in Roadway
95 Defect in Roadway
96 Abnormal Traffic Control
97 Improper Bicyclist Action
98 **NO IMPROPER ACTION BY DRIVER**
99 **PEDESTRIAN ACTION**

Point of First Contact on Vehicle Unit 1 ☐ Unit 2 ☐

Most Damaged Area Unit 1 ☐ Unit 2 ☐



00 Not Applicable 14 Undercarriage
13 Top 99 Unknown

DPS: 0192-03 REV 0107

Case Number _____ Pg ____of____

Latitude ____.____N Longitude ____.____W Railroad Crossing Number _____ Roadway Orientation Unit Number ____ N E S W ____ Unit Number ____ N E S W ____

Indicate North by Arrow

COLLISION EVENTS

Unit	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event

First Harmful Event for the Entire Collision: ____

00 Not Applicable
10 Overturn/Rollover
11 Fire/Explosion
12 Immersion
13 Jackknife
14 Cargo/Equipment Loss or Shift
15 Equipment Failure (Blown Tire, Brake Failure, etc.)
16 Separation of Units
17 Departed Road Right
18 Departed Road Left
19 Cross Median/Centerline
20 Downhill Runaway
21 Fell/Jumped From Motor Vehicle
22 Thrown Or Falling Object
23 Other Non Collision

PERSON, MOTOR VEHICLE, OR NON-FIXED OBJECT:

30 Pedestrian
31 Pedal Cycle
32 Railway Vehicle (train, engine)
33 Animal
34 Motor Vehicle in Transport
35 Parked Motor Vehicle
36 Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle
37 Work Zone/Maintenance Equipment
38 Other Non Fixed Object

FIXED OBJECT:

40 Barrier (Cable)
41 Barrier (Concrete)
42 Barrier (Other)
43 Fence Pole
44 Fence
45 Traffic Signal Support
46 Traffic Sign Support
47 Utility Pole/Light Support
48 Other Post/Pole/Support
49 Guardrail/Guardrail Face
50 Guardrail End
51 Culvert
52 Curb
53 Island
54 Sand Barrels
55 Impact Attenuator/ Crash Cushion
56 Pavement Drop Off
57 Ditch
58 Embankment
59 Tree (Standing)
60 Dividing Strip
61 Retaining Wall
62 Bridge Abutment
63 Bridge Pier or Support
64 Bridge Rail
65 Bridge Post
66 Bridge Curb
67 Bridge Super Structure (Beams)
68 Bridge Overhead Structure
69 Delineator
70 Mailbox
71 Other Fixed Object
72 Other Highway Structure
73 Ground
99 Unknown

Remarks

This report is based on the officer's investigation of this collision. This report may contain the opinion of the officer.

Forfeiture Intake Sheet.pdf

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EIR.PDF

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For Human Resources Department Use Only

EMPLOYEE INCIDENT REPORT SUMMARY

CLAIM #

INSTRUCTIONS:	COMPLETE THIS FORM IN ITS ENTIRETY AND SUBMIT TO YOUR SUPERVISOR. ANY FORM REQUIRING MEDICAL ATTENTION WILL NEED BE ACCOMPANIED BY THE MANDATORY MEDICARE REPORT AND A RELEASE OF INFORMATION FORM. FAILURE TO PROVIDE THE NECESSARY DOCUMENTATION MAY DELAY THE PROCESSING OF YOUR CLAIM. UPON NOTICE OF CLAIM, SUPERVISORS WILL SUBMIT THIS FORM ALONG WITH THE SUPERVISORY REPORT AND ANY ADDTIONAL DOCUMENTATION. **ALL FORMS MUST BE SUBMITTED TO HR WITHIN 24 HOURS OF NOTICE.**

EMPLOYEE INFORMATION

FIRST NAME: MI: LAST NAME:

POSITION: DEPARTMENT:

PHONE # MAILING ADDRESS:

CITY/STATE/ZIP:

PLEASE NOTE: AN ADJUSTER WILL BE IN CONTACT FOR ALL CLAIMS REGARDING INJURY AND MAY CONTACT YOU FOR CLAIMS REGARDING PROPERTY DAMAGE. FAILURE TO SPEAK WITH YOUR ADJUSTER **WILL** DELAY THE PROCESSING OF YOUR CLAIM.

INCIDENT SUMMARY

INCIDENT DATE: START OF WORKDAY: INCIDENT TIME:

REPORT DATE:

IF REPORT DATE AND INCIDENT DATE ARE DIFFERENT, PLEASE EXPLAIN:

LOCATION OF INCIDENT:

WHERE ANY OTHER EMPLOYEES INVOLVED: (IF YES, PROVIDE NAMES BELOW) ○ YES ◉ NO

WITNESS INFORMATION

WERE ANY WITNESSES PRESENT: NO ◉ YES ○ IF YES, PROVIDE NAMES AND CONTACT INFORMATION.

WAS A POLICE REPORT FILED: ◉ NO ○ YES IF YES, LIST REPORTING AGENCY:

FOR PROPERTY DAMAGE - COMPLETE PROPERTY DAMAGE TAB AND SUBMIT WITH INCIDENT SUMMARY TO CITY CLERK'S OFFICE

FOR INJURY REPORT - COMPLETE INURY TAB AND SUBMIT WITH INCIDENT SUMMARY TO HUMAN RESOURCES OFFICE

IF INCIDENTS INCLUDE BOTH PROPERTY AND INJURY SUBMIT AND INCIDENT SUMMARY TO EACH PARTY WITH THE CORRESPONDING REPORT

EMPLOYEE INFORMATION

FIRST NAME: | **MI:** | **LAST NAME:**

POSITION: | **DEPARTMENT:**

PROPERTY DAMAGE

UNIT NUMBER | ESTIMATED DAMAGE

IF PRIVATE PROPERTY, OR NO UNIT AVAILABLE, DESCRIBE DAMAGE:

EXPLANATION OF INCIDENT: SUBMIT ADDITIONAL FORM IF NEEDED

IN YOUR OPINION, HOW COULD THIS HAVE BEEN PREVENTED?

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS INSURANCE FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

EMPLOYEE'S SIGNATURE | DATE:

EMPLOYEE INFORMATION

FIRST NAME: | **MI:** | **LAST NAME:**

POSITION: | **DEPARTMENT:**

INJURY REPORT

EXPLANATION OF INCIDENT: SUBMIT ADDITIONAL FORM IF NEEDED

WHERE YOU WEARING PROPER SAFETY EQUIPMENT: (IF NO, WHY NOT) ◯ YES ◯ NO

IN YOUR OPINION, HOW COULD THIS HAVE BEEN PREVENTED?

WHAT PART OF THE BODY WAS INJURED:

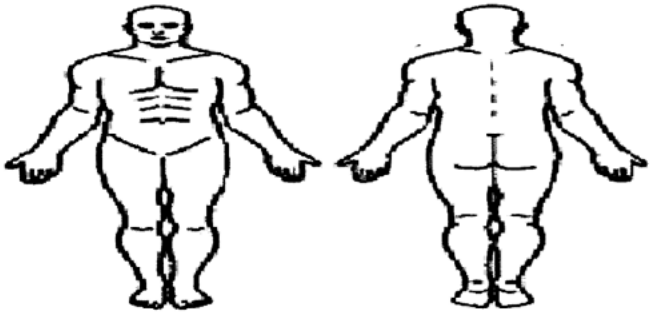
WHAT IS THE EXTENT OF THE INJURY:

How part(s) of the body injured, noting the longevity, type and degree of pain.

On the diagram indicate the location of the injury then select the description and level of pain you are experiencing at this time.

Note type of pain:	
A	Ache
P	Pins & Needles
S	Stabbing
B	Burning
N	Numbness
O	Other

Note level of pain:	
0	No Pain
1	Mild pain, you are aware of it, but doesn't bother you.
2	Moderate pain that requires medication to tolerate the pain.
3	More severe pain.
4	Severe pain.
5	Intensely severe pain.
6	Most severe pain, unbearable



HAVE YOU REQUESTED MEDICAL ATTENTION: NO (SIGN HERE) _____

YES (LIST PROVIDER)

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED ALL STATEMENTS CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

EMPLOYEE'S SIGNATURE | DATE:

Search Warrant Matrix.pdf

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Parents Rights Info.pdf

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SAND SPRINGS POLICE DEPARTMENT

OKLAHOMA PARENTS BILL OF RIGHTS

COMPLAINT NUMBER

25 O.S. §2002

A. All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

1. The right to direct the education of the minor child;

2. All rights of parents identified in Title 70 of the Oklahoma Statutes, including the right to access and review all school records relating to the minor child;

3. The right to direct the upbringing of the minor child;

4. The right to direct the moral or religious training of the minor child;

5. The right to make healthcare decisions for the minor child, unless otherwise prohibited by law;

6. The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released;

7. The right to consent in writing before a biometric scan of the minor child is made, shared or stored;

8. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid (DNA) is created, stored or shared, except as required by Sections 1-516 and 1-524.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order;

9. The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of a forensic interview in a criminal or Department of Human Services investigation or to be used solely for any of the following:

a. safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles,
b. a purpose related to a legitimate academic or extracurricular activity,
c. a purpose related to regular classroom instruction,
d. security or surveillance of buildings or grounds, and
e. a photo identification card; and

10. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Human Services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that is routinely addressed as a student disciplinary matter by the school.

B. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section shall not be construed to apply to a parental action or decision that would end life. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the reasonable and prudent scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.

C. Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.

D. Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. The Parents' Bill of Rights does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied. The Parents' Bill of Rights shall not be construed to apply to a parental action or decision that would end life.

Missing persons report.pdf

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TRACIS
TULSA REGIONAL AUTOMATED CRIMINAL INFORMATION SYSTEM

SAND SPRINGS POLICE DEPARTMENT

MISSING PERSONS NCIC ENTRY REPORT

COMPLAINT NUMBER

PAGE _____ OF _____

ATTENTION:

Message Key	Name of missing Person (Last, First Middle)	Date of Birth:	Place of Birth
☐ Disability (**EMD**) ☐ Juvenile (**EMJ**) ☐ Endangered (**EME**) ☐ Victim (**EMV**) ☐ Involuntary (**EMI**) ☐ Caution			

Sex	Height	Weight	E-Mail Address	Drivers License #	State	Other Identifying Numbers

Race:
☐ Asian/Pacific Islander (**A**)
☐ White (**W**)
☐ Black (**B**)
☐ American Indian/Alaskan Native (**I**)
☐ Unknown (**U**)

Eye Color:
☐ Black (**BLK**)
☐ Blue (**BLU**)
☐ Brown (**BRO**)
☐ Gray (**GRY**)
☐ Green (**GRN**)
☐ Hazel (**HZL**)
☐ Maroon (**MAR**)
☐ Multicolored (**MUL**)
☐ Pink (**PNK**)
☐ Unknown (**XXX**)

Hair Color:
☐ Black (**BLK**)
☐ Blonde/Strawberry (**BLN**)
☐ Red/Auburn (**RED**)
☐ Sandy (**SDY**)
☐ Brown (**BRN**)
☐ Gray/Partially Gray (**GRY**)
☐ White (**WHI**)
☐ Unknown (**XXX**)

Skin Tone:
☐ Albino (**ALB**)
☐ Black (**BLK**)
☐ Dark (**DRK**)
☐ Dark Brown (**DBR**)
☐ Fair (**FAR**)
☐ Ruddy (**RUD**)
☐ Sallow (**SAL**)
☐ Light (**LGT**)
☐ Lt Brown (**LBR**)
☐ Medium (**MED**)
☐ Med Brown (**MBR**)
☐ Olive (**OLV**)
☐ Yellow (**YEL**)
☐ Unknown (**XXX**)

Scars, Marks Tattoos, and other characteristics:

Missing Person	Date of Last Contact:	Fingerprint Classification									
☐ Missing Person (**MP**)											
☐ Catastrophe Victim (**DV**)											

Miscellaneous: Include build , whether left or right handed, illnesses, diseases, allergies, places frequented, likes, and dislikes, close friends, relatives, possible destination or location

Below is a list of clothing and personal effects Please indicate those items the missing person was last seen wearing Include style, size, color, condition, manufacturer, labels, or markings

ITEM	STYLE/TYPE	SIZE	COLOR	MARKINGS	ITEM	STYLE/TYPE	SIZE	COLOR	MARKINGS
Head Gear					Shoes/Boots/Sneakers				
Scarf/Tie/Gloves					Underwear				
Coat/Jacket/Vest					Bra/Girdle/Other				
Sweater					Stockings/Pantyhose				
Shirt/Blouse					Wallet/Purse				
Pants/Skirt					Money				
Belt/Suspenders					Glasses/Contacts				
Socks					Other				

Has the Missing Person Ever Donated Blood?	Does the Missing Person have Corrected Vision?	Has the Missing Person Ever Been Fingerprinted?	Footprints Available?
☐ No ☐ Yes Where?	☐ No ☐ Glasses ☐ Yes ☐ Contacts	☐ No ☐ Yes Where?	☐ No ☐ Yes

Corrective Vision or other Prescriptions:	Jewelry Type:	Jewelry Description:

Missing Persons Blood Type: ☐ **Unknown**

☐ A + (**APOS**)
☐ A- (**ANEG**)
☐ A Unknown (**AUNK**)
☐ B + (**BPOS**)
☐ B- (**BNEG**)
☐ B Unknown (**BUNK**)
☐ AB + (**ABPOS**)
☐ AB - (**ABNEG**)
☐ AB Unknown (**ABUNK**)
☐ O + (**OPOS**)
☐ O - (**ONEG**)
☐ O Unknown (**OUNK**)

Circumcision	Full Body X-Ray
☐ No ☐ Yes ☐ Unknown	☐ No ☐ Yes ☐ Unknown

REPORTING OFFICER ID SQD	PROPERTY RECEIPT	SUPERVISOR ID SQD

COMPLAINT NUMBER

RELEASE OF LIABILITY AND REQUEST TO BROADCAST AND/OR PUBLISH

I, _____ of lawful age, and _____
Reporting Persons name and address — Relationship to Missing Person

of _____ whose whereabouts are currently unknown, hereby consent to the broadcast
Name of Missing Person

and/or publication of information about and photos of _____ by newspapers,
Name of Missing Person

magazines, television, radio, electronic media, or any other means of communication. In consideration of the broadcast and/or publication of such information and photographs, I hereby covenant not to sue and to hold harmless the City of Sand Springs, Chief of Police, Sand Springs Police Officers, and any Law Enforcement Agency assisting them for any invasion of privacy, libel, or other cause of action which may accrue to me, to _____ Or my family as a result of the use of such information and photographs. I further
Name of Missing Person

am providing the Sand Springs Police Department with a photograph of _____ which
Name of Missing Person

is attached to this document.

_____ _____
Date — Signature or Reporting Person

Subscribed and sworn to before me this _____ day of _____, 20___.

My commission expires _____ _____
Notary Public

Photograph of Missing/Endangered person

Photograph Date: _____

LEP2 Guide.pdf

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Sand Springs Police Department

Guide for Assisting an Individual who is Limited English Proficient (LEP)

This document provides guidelines on assisting a Limited English Proficient individual that contacts the Sand Springs Police Department for services or requests.

LEP – an individual who does not speak English as their primary language, and has a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.

Upon contact with an LEP individual.

- Attempt to determine the language they are using. (use the "I SPEAK" section of this guide to assist)
- If available, use a department employee for translation.
- If no employee is available, contact dispatch for translation services through the state contract with Language Line Solutions (**866-477-5343**)**.** Enter your PIN Number **26252** at the prompt, then clearly state the name of the language you need (for example Spanish). You will be asked if they need to dial a third party number for this interaction (either international or domestic at no additional charge). Say yes to be connected to an agent who will dial the number or say no and you will be directed to a professional interpreter
- After the encounter complete the LEP reporting form and forward to the department LEP coordinator.

"I SPEAK"

On the following page have the individual that you are speaking with view the page and indicate which language that is their primary language, and provide this information to the interpreter on the phone to facilitate a quicker response.

Interpretation Services Available

English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

American Sign Language



Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Arabic — العربية

أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما سيتم إحضار المترجم الفوري مجانًا.

Bengali — বাংলা

আপনার ভাষার দিকে নির্দেশ করুন। একজন দ্বোভাষীকে ডাকা হবে। দ্বোভাষী আপনি নিখরচায় পাবেন।

Burmese — မြန်မာ

သင့်ဘာသာစကားကိုညွှန်ပြပါ။ စကားပြန်ခေါ်ပေးပါမယ်။
သင့်အတွက်စကားပြန်အခမဲ့ပေးပါမယ်။

Cantonese — 廣東話

請指認您的語言，以便為
您提供免費的口譯服務。

Farsi — فارسي

زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

French — Français

Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Haitian Creole — Kreyòl

Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

Hindi — हिंदी

अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

Hmong — Hmoob

Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

Italian — Italiano

Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Japanese — 日本語

あなたの話す言語を指してください。無料で通訳サービスを提供します。

Korean — 한국어

귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.

Mandarin — 普通话

请指认您的语言，以便为
您提供免费的口译服务。

Nepali — नेपाली

आफ्नो भाषातर्फ औंल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको कुनै खर्च बिना, एकजना दोभाषे उपलब्ध गराइनेछ।

Polish — Polski

Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

Portuguese — Português

Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Punjabi — ਪੰਜਾਬੀ

ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦਾ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Romanian — Română

Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este asigurat gratuit.

Russian — Русский

Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

Somali — Af-Soomaali

Farta ku fiiqluqadaada… Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

Spanish — Español

Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

Tagalog — Tagalog

Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

Vietnamese — Tiếng Việt

Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

Limited English Proficient (LEP) Reporting Form

The Limited English Proficient (LEP) form is to be filled out when an LEP individual Contacts the Sand Springs Police Department for Services or resources, and interpretation/translation services are used.

Officer Name: _____ Date: _____ Time: _____

How did the LEP individual come into contact with you:

☐ **Telephone** ☐ **In Person**

Nature of contact:

Services Provided: ☐ Interpretation ☐ Translation

Services provided by: ☐ SSPD Member ☐ Vendor

Name of translator:_____ Employee Number: _____

Language Translated: _____ Length of time service provided: _____

Tag Seizure Form.pdf

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Tag Seizure Form SSPD

Place license plate in a manila envelope along with this form and a copy of the citation.

DATE SEIZED_____

PLEASE PRINT

Tag #: _____

Registered Owner: _____

Driver's Name: _____

Citation #: _____

Agency: _____

Officer's Name: _____

Date Released: _____

Released By: _____

Revised
10/31/2016

TCP.JPG

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VINE Notification Form.pdf

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State of Oklahoma
Victim Notification Request

(PLEASE PRINT OR TYPE ALL INFORMATION)

PLEASE SEE ATTACHED SHEET FOR INFORMATION REGARDING VINE NOTIFICATION

YOUR NAME: _____

YOUR ADDRESS: _____

CITY/STATE/ZIP: _____

YOUR E-MAIL ADDRESS:_____

TELEPHONE: HOME ( ) _____ OTHER ( ) _____

VICTIM(S) NAME: _____

YOUR RELATIONSHIP TO THE **VICTIM**: _____

IF VICTIM IS DECEASED, VICTIM'S DATE OF BIRTH: _____

YOUR RELATIONSHIP TO THE **OFFENDER**: _____

OFFENDER Information

After the defendant has been sentenced to a term of incarceration, please **provide as much offender information** as possible. Whatever information you can provide will help us ensure we have you registered on the correct inmate. If you wish to register for notification on more than one inmate, please complete a separate form for each one.

NAME OF OFFENDER: _____

D.O.C. #: _____ COUNTY: _____

BIRTH DATE: _____ SENTENCE: _____

SOC. SEC. #: _____ CASE # _____

CRIME: _____

If you are the victim, survivor or representative for the victim, this is your opportunity to provide your version of the crime. If you are not the victim/survivor, please explain why you wish to be notified. (Attach pages, if necessary.)

_____

_____

_____

_____

_____

_____

UPON COMPLETION, RETURN FULL PAGE TO:

VICTIM INFORMATION UNIT
Pardon & Parole Board
120 N. Robinson, Suite 900 W
Oklahoma City, OK 73102-7436

PLEASE READ AND RETAIN THE ATTACHED INFORMATION SHEET FOR YOUR RECORDS

Revised 2-09

PLEASE RETAIN THIS INFORMATION SHEET FOR YOUR RECORD

If the person who has committed a crime against you has been ordered to serve an extended amount of time in the state prison system, then you should know about Victim Notification. Very simply, Victim Notification is the act of asking for and receiving information on incarcerated offenders. Some victims and survivors do not want to receive information, and that is their right. If you do, however, there are certain steps you must take. Just telling the court or others that you desire information is not adequate. We are not provided with your name, that you desire to be notified, or how to contact you unless you tell us.

If you choose to be notified of certain status changes during an offender's involvement in the criminal justice system, please see below.

1. **OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24-hour, confidential, computer-assisted service that provides Victim Information and Notification Everyday. OK VINE will automatically notify interested parties about changes in an offender's custody status. To register, call 1-877-654-8463 or go to**

   <u>IMPORTANT NOTICE</u> - ***If an inmate is transferred from DOC into any Department of Mental Health facility, VINE is no longer activated until that offender goes back into DOC custody.***

2. **Notification of parole consideration by the State of Oklahoma Pardon & Parole Board – Request must be in writing using the attached form. You will be notified prior to any parole hearing and upon the offender's release to parole.**
3. **To receive notification regarding an offender's appeal (in capital cases only), use the attached form. You will be notified when significant events occur (briefs filed, oral argument dates, opinions issued, execution dates, etc.)**

Once this form is received at the address provided, it will then be distributed by the Victim Information Unit of the Pardon and Parole Board, to the Attorney General's Office (in capital cases only) and the Victim Witness Coordinator in the county where the defendant was sentenced. Each agency listed is a separate state agency which performs different and distinct services to crime victims and survivors. All notifications are governed by state law and individual agency policy and procedure. Please feel free to contact each agency for specific questions on specific cases.

If at any time you wish to withdraw from the Notification process, you must contact the Pardon & Parole Board in writing to remove your name from the parole notification system and you must call OK VINE at 1-877-654-8463 to remove your name from their notification system.

It is your responsibility to notify the Pardon and Parole Board, in writing, of any change in address. <u>You must</u> keep your address, e-mail address and telephone numbers current in order to receive information. Send changes to:

Victim Information Unit
Pardon & Parole Board
120 N. Robinson, Suite 900W
Oklahoma City, OK 73102-7436

For more Information, visit the Pardon & Parole Board web page at <u>www.ppb.state.ok.us</u>

2021 Jail Operations Manual.pdf

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City of Sand Springs Police Department
Lock up Facility Operations Guide

Sand Springs Police Lock Up Facility

OPERATIONS MANUAL

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DAILY TASKS

Before the end of your shift the tasks listed below should be completed daily.

1. Sweep the Communications Center
2. Dust ALL areas
3. Empty trash
4. Disinfect work area with wipes and/or spray
5. Wash any dishes that were used by Communications Center personnel
6. Pick up and sweep the Lock Up facility area (trays, cups, debris, books, or anything that is unsanitary)
7. Shred sensitive documents created during your shift. (empty shredder bag and replace if needed)
8. Wash all laundry as needed/required
9. Clean cell if inmate is released
10. Straighten work area in preparation for relieving shift

EVEN DAYS

1. Prisoner showers following State of Oklahoma Jail Standards (however if an inmate requests shower supplies on any given day we will accommodate this request)
2. Clean cells or allow inmates cleaning supplies to assist (when using inmates for cleaning this activity MUST be supervised)
3. Mop booking and kitchen area (this should be done on an as needed basis as well)

WEEKLY TASKS

1. Full cleaning of the communications center (sweep, mop, dust, disinfect)
2. Fabreeze/disinfect prisoner lockers
3. Clean out any old food in the lock up facility refrigerator (belonging to Communications Center personnel if food is more than a week old it needs to be discarded)
4. Clean Lock-up facility microwaves
5. Fill supplies in the booking and kitchen areas as needed
6. Inventory Protective/security supplies
7. Complete an inventory of the lock-up facility inventory (this inventory needs to be presented to the services division commander no later than 10 AM on Wednesday)

REMINDERS

1. Food stored in the lock-up facility refrigerator must have a name and date applied to the container that it is stored in
2. All drinks in the communications center MUST have a lid on them
3. Subjects arrested on Public Intoxication are to be released after 24 hours
4. Subjects arrested on open local charges are to be held 48 hours, then released or transported to appropriate facility
5. Subjects arrested on local warrants are to held 10 days or until bond is posted

LOCK UP STANDARDS

The City of Sand Springs Police Department Lock Up will comply with all applicable standards as set forth in Oklahoma Statutes.

DEFINITIONS

"Holding Facility" means a facility that shall hold a person no longer than twelve (12) hours. A holding facility is not required to meet the standards for Lock Ups, so long as a trained employee of the responsible city is available to render aid to, or release, any confined person in the event aid or release is required because of a health or life-endangering emergency.

"Lockup Facility" means a facility that may hold a person no longer than ten (10) days. It is usually operated by a town or city for the temporary detention of persons awaiting arraignment. Persons who need to be detained longer than ten (10) days shall be transferred to the appropriate County Jail.

"Municipal Inmate" means a person being housed in the Sand Springs lock up facility for violations of municipal code and/or municipal warrants. Persons housed in the municipal lock up facility for violations of law and ordinances other than city codes will be transferred to the appropriate facilities, at the soonest available time.

BASIC STANDARDS

1. Arrest and commitment papers shall be verified.

2. The inmate shall be searched during admission.

3. The inmate's property shall be inventoried and property shall be stored in a safe place.

4. Complete Inmate Intake/Medical Screening shall be performed on all inmates.

5. A first aid kit shall be available.

6. Two (2) completed, documented, local or collect telephone calls shall be allowed at time of booking or after a reasonable length of time as determined by the booking officer. The staff shall document an inmate's refusal to make calls.

7. Clean bedding and personal hygiene items shall be available and provided at the facility.

8. Shower facilities shall be available with hot and cold running water.

9. Continual supervision shall be provided by a trained employee.

10. Hourly visual sight checks shall be made and documented.

11. Inmates shall be separated with no visual contact between genders.

12. The facility shall comply with state and local sanitation and health codes, along with reasonably acceptable safety precautions, i.e. obvious hazardous situations that would allow injury to inmates or staff.

13. An inmate shall be provided three (3) adequate meals during posted meal times, at least two (2) of which shall be hot (110-120 degrees).

14. Minimum Fire Safety requirements:

    a. **Automatic smoke detection**: The State Fire Marshall shall determine the number and spacing of individual detection devices.
    b. **Bedding**: Polyurethane foam mattresses, pads and pillows are prohibited. Bedding must be certified as fire retardant.
    c. **Emergency lighting**: Each facility shall have, at least, a hand lantern and two (2) two-celled flashlights in operating condition and located in the immediate lockup area.
    d. **Supervision of inmates**: Communication Center Personnel shall be located and staffed close enough to the lock up area to permit Communication Center Personnel to hear and respond promptly to calls for help, prevent disorders and respond quickly to emergencies.
    e. **Exits**: There shall be at least one (1) designated emergency exit in the facility that is approved by the State Fire Marshall which permits prompt evacuation of inmates and staff in an emergency.

15. Inmates held over twenty-four (24) hours shall be issued a clean set of Lock Up clothing to include at least shirt and trousers or coveralls and footwear.

16. Certified jailers shall be on duty where inmates are confined, or the facility may have either closed circuit TV or a video camera and an intercommunication system to aid in monitoring inmates.

ADMISSION, RELEASE AND RECORDS

1. The admission process of new inmates to the facility shall include at least the following:

   a. Verifications of arrest or commitment papers.
   b. Complete search of the individual admitted.
   c. Inmate Intake & Medical screening.
   d. Inventory and storage of personal property.
   e. Telephone calls by inmates.
   f. Photography and fingerprinting.
   g. Interview for obtaining identifying data.
   h. Orientation to facility rules.
   i. Issue of bedding and personal hygiene items.
   j. Classification and assignment to a housing unit (i.e. Male, female or isolation cell).

   All inmates will be video recorded upon arrival at the facility. All inmate movement including the book-in procedure is digitally recorded and stored. **THE USE OF THE VIDEO EQUIPMENT IS FOR YOUR PROTECTION.**

2. Positive identification shall be made by the arresting officer.

3. Each newly admitted inmate shall be permitted to complete a reasonable number of local or collect telephone calls that reach the parties sought, during the admission process or after a reasonable length of time. These telephone calls shall be documented and an inmate's refusal to make telephone calls shall be documented. In the event an inmate is intoxicated at the time of incarceration or is uncooperative he or she shall be allowed to make his or her calls after the inmate has returned to a normal state.

4. After the inmate has satisfied their reasonable number of calls, instruct them to utilize the inmate collect phone system located in the dayrooms. There may be circumstances that require Communication Center Personnel to temporarily block phone privileges for an inmate, such as domestic violence, protective orders, or requests made by arresting or investigating officers until their immediate investigation is complete. In these instances, Communications Center Personnel may have to disrupt the phone service to the inmate's cell or temporarily place him/her in a secure cell until their privileges return to normal.

5. An itemized inventory of all personal property of newly admitted inmates and the secure storage of inmate property, including money and other valuables, must be made. The inmate shall sign the inventory sheet verifying that all their property is listed on the inventory. When conducting this inventory, the staff shall verbally mention every item that is inventoried so it can be recorded on the audio and video recorders.

    a. The types of personal property inmates may retain in their possession during incarceration shall be limited to such items as wedding rings that can no longer be removed or surgically implanted piercings. The booking officer shall specifically note any such article being retained by the inmate on the property inventory.

6. Before an inmate is released, positive identification shall be made of the inmate and the releasing employee shall verify the authority for release.

7. After the inmate to be released is properly identified, their personal property shall be returned. The items should be compared with the inventory list and if everything is in order, the inmate and releasing employee shall sign a receipt for The property returned. Again, verbally mention every item that is returned and get a verbal response from the inmate that he has received every item back.

8. An Inmate log shall be maintained and kept up to date by the facility, on which the following elements are to be recorded for all inmates admitted to the Lock Up for any reason. The log shall include:

    a. Name of inmate.
    b. Date and time of admission.
    c. Date and time of release.
    d. Offense charged.
    e. Arrest number.
    f. Race.
    g. Gender.
    h. Name of arresting officer.
    i. How released.

9. If /when an inmate makes a request for differential treatment in reference to a religious belief beyond minor changes to accommodate dietary restrictions, a memorandum must be prepared outlining the request and approved by the Chain of Command (Division Commander, Chief of Police, and the City Legal Department). This shall be strictly adhered to.

INMATE RELEASE OF PERSONAL PROPERTY

Procedure: It is the standard operating procedure of the Sand Springs Municipal Lock up to maintain an accurate inventory of inmate property and money. Inmates will be required to provide documented consent to release any of their property and/or money while they are incarcerated

1. When an inmate informs a Communications Center Personnel that they want to release their personal property, Communications Center Personnel will give them a Release of Property Form.

2. The Communications Center Personnel will ensure that the form is completed properly and notarize the form.

3. Upon arrival of the person to receive the property, Communications Center Personnel will retrieve **ALL** of the inmate's property from the inmate's locker. (NOTE: The inmate will release all or nothing of their property. Once the property is released no personal property belonging to the inmate will be retained by the Sand Springs Municipal Lock up)

4. The Communications Center Personnel, will obtain government issued identification from the person receiving the inmate's property and request them to sign the release form.

5. The releasing Communications Center Personnel will scan and attach the completed property release form to the inmate's CAD report and forward the completed packet to records division.

6. Inmates may not release funds or property to other inmates in the jail.

7. The Communications Center Personnel will document the property release in the inmate jail log.

SECURITY AND CONTROL

In addition to the Police Department Policy and Procedures Manual as it pertains to security and control, the following stipulations apply:

1. The Communications Center shall be maintained to ensure order and security. The Communications Center shall be staffed twenty-four (24) hours per day. The Communications Center will be responsible for inmate counts, for key control and for coordinating the facilities internal and external network.

2. There shall be at least one (1) inmate count per 12 hour shift, and one (1) sight inspection per hour. The count should be uninterrupted and should be conducted by a trained employee who should see each inmate. Inmate count and sight inspections will be recorded in the in the appropriate log book.

3. **a**. If Communications Center Personnel discovers a count discrepancy, they will recount the inmates and check the appropriate inmate log.
   b. The Communications Center Personnel will determine the name of the inmate and check the inmate's name in the inmate log to find out if the inmate has been released.
   c. If the inmate log indicates that the inmate has been released, the count will be considered accurate.
   d. If the inmate log indicates that the inmate has not been released, the Communications Center personnel will contact the booking officer to determine if they have taken the inmate to another location, such as booking, interview room, hospital ECT.
   e. If the inmate cannot be found, the Communications Center Personnel will contact the on duty supervisor, and together they will evaluate whether an escape has occurred or not. (See Policy 900 – 903).

4. All perimeter security entrances, cell doors, and doors opening into a corridor are to be kept locked except when being used for admission or exit of employees or inmates.

5. No person shall enter a Lock Up cell occupied by inmate(s) without the assistance of another staff member. At least one (1) staff member shall be of the same gender as the inmate except in life-endangering situations. Life-endangering situations are defined as a suicide attempt, or obvious injury or illness of an inmate, which, in the opinion of staff, requires immediate attention. Any time a decision is made to enter the inmate cells without appropriate backup assistance, the actions shall be documented. Documentation shall show the reason for the decision and a permanent record shall be maintained.

6. All security facilities and hardware shall be inspected weekly. If the inspection detects faulty or defective equipment a report should be submitted immediately in writing to the Services Division Commander. Defective security equipment should be replaced or repaired as soon as practicable.

7. Routine inspections of the inmate's cell and mattress will be made before placing an inmate into a lock up cell and immediately after removing the inmate before release. Searches of the facility and inmates to control contraband shall be unannounced and at irregular intervals. These searches shall be documented.

8. For the purpose of security and control of inmates, leg shackles, handcuffs and other restraining devices shall be provided. The aforementioned equipment shall be used in accordance with departmental policy and procedure.

9. Physical force shall be restricted to instances of justifiable self-protection, protection of others, protection of property and prevention of escape, and only to the degree necessary. A written report will be prepared following any use of force and will be submitted to the Services Division Commander. **In no case shall physical force be considered justifiable as punishment or discipline**. Immediate medical attention shall be provided, when warranted, to the inmate or staff member involved in an incident where physical force was used.

10. In emergency situations when Communications Center Personnel needs to extract an inmate (from a cell) who has demonstrated violence, is a threat to himself/herself or other inmates, and who is not secured or handcuffed the following guidelines shall be followed:

    a. Immediately notify the on-duty Patrol Supervisor and request back up from patrol officers.
    b. Utilize as many officers or staff as needed to prevent any injury to the inmate or employees.
    c. As in all use-of-force situations, use only the amount of force necessary to gain and/or maintain control of the inmate. The amount of force used should be an appropriate reaction to the inmate's behavior. (Refer to Policy 300 for further information.)
    d. If force is necessary to subdue the inmate, a Use of Force report will be completed and turned in with all necessary paperwork.

11. The protective and security equipment (i.e. Extra cuffs, leg irons, belly chains, pepper spray etc.) is to maintained by Communications Center Personnel so as to be removed from inmate access and readily accessible if needed by staff. Any and all police officer's firearms will be stored in gun lockers prior to processing or moving inmates.

12. The protective and security equipment will be inventoried at least one (1) time per week to determine its condition and serviceability.

13. In emergency situations when weapons or chemical agents are needed, only those authorized may be used.

14. Any person or persons involved in the discharge of a weapon or chemical agent shall immediately contact the Patrol Supervisor to report such action. They shall also submit a Use of Force Report to the Services Division Commander, documenting the nature of the incident and to identify the personnel and inmates involved.

15. All persons, employees and inmates involved in an incident where a weapon was used will receive an immediate physical inspection and if affected by the action, will receive a medical examination and treatment.

16. No person, including law enforcement personnel, shall be in possession of firearms within the confines of the Lock Up cells or booking area. Law enforcement personnel shall utilize gun lockers, located in the entrance areas.

17. Communication Center Personnel shall control the master keys at all times. Any officer using these keys will return them to the appropriate storage area at the end of each use.

18. In the event of an escape, Communication Center Personnel will alert all on duty police officers and lockdown remaining inmates in their cells. The Communication Center Personnel will transmit **10-24** to all units and give the pertinent details available. Communication Center Personnel will notify the Chief of Police or the Deputy Chief of Police and the Services Division Commander immediately. Following an escape, an analysis of the escape shall be performed and the defects in the security system shall be corrected **immediately**. Notification to the Jail Inspector shall be made the next business day.

19. All personnel will be trained in Lock Up procedures. They will be informed through their supervisors of any changes.

20. In case of a death or an escape with serious injury, the Oklahoma State Department of Health shall be notified immediately.

21. Notify the State Health Department no later than the next working day if any of the following unusual incidents occur:

    a. Extensive damage to Lock Up property.

    b. Minor Injury to staff or inmate.

    c. Escape.

SUPERVISION OF INMATES

POLICY: It is the policy of the Sand Springs Municipal Lock up that Communications Center Personnel will supervise the Sand Springs Municipal Lock Up in a professional manner. Supervision will be consistent among the Inmates and cells (men's, women's, and isolation cells).

INFORMATION: This policy is designed as a brief overview of some components of inmate supervision. Personal contact and interaction between staff and inmates is required and will be facilitated in the safest manner possible. No inmate, or group of inmates, is given control, or allowed to exercise authority over other inmates.

PROCEDURE I - Direct Supervision

The below is a list of requisites to keep in mind while dealing with inmates. However, this list is not all inclusive and may change when the needs arise:

1. Communications Center Personnel will remain alert and observe activities inside the cells as much as possible.

2. Communications Center Personnel will record noteworthy, non-offensive information, in inmate log. More serious incidents will be documented by writing an Incident and/or offense Report.

3. The movement of inmates shall be regulated, and logged.

4. The Communications Center is centrally located to permit personnel to hear and respond promptly to calls for help, avoid disorders and respond quickly to emergencies.

5. There should be sufficient staff to perform all functions relating to security control, custody and supervision of inmates on a twenty-four (24) hour basis.

6. Under normal circumstances, employees may not enter the cell of an opposite gender inmate without a member of the same gender present if one is available; if no same gender staff is present than a witness must be present. This guideline will not apply in the event of an emergency, when immediate entry into a cell by a staff member of the opposite gender is required. The staff member making entry shall forward a departmental inter office to their immediate supervisor relating the events that caused this action.

7. Inmates shall be prohibited from supervising, controlling, exerting or assuming any authority over another inmate.

PROCEDURE II - Telephone Use

1. Communications Center Personnel will allow inmates to use the inmate telephone any time during the hours as long as it is not causing a disturbance to any other inmates housed in the cell.

2. Communications Center Personnel will monitor the telephones to ensure that misuse is not occurring and there is equal access for all inmates. If they observe problems, they will direct the inmate to discontinue the behavior.

3. If the inmate refuses to cooperate the Communications Center Personnel may use the on/off switch in the dispatch center to turn the phone off until the situation is resolved.

4. Communications Center Personnel will allow inmates the use of non-collect telephone services on a limited basis, if unable to accommodate the inmates request, the communications center personnel will inform inmates requesting to make non-collect calls that the effort will be made to accommodate their request based upon manning levels and calls for service. But at no time should the inmate's requests be ignored.

PROCEDURE III – Laundry

1. Upon an inmates release the Communications Center Personnel will request the inmate to place their bedding and lock up facility clothing into the soiled linen container.

2. The Communications Center Personnel will operate the laundry facilities as needed.

3. Communications Center Personnel when completed will receive the clean linens and place them in their appropriate place in the storage area.

PROCEDURE IV - Meals in the Cells

1. Communications Center Personnel will provide each of the three daily meals from the jail meal supplies.
2. Communications Center Personnel will wear gloves, mask and practice good hygiene to provide the meals in a sanitary method.
3. Communications Center Personnel will coordinate the meal service at the cell door.
4. Communications Center Personnel will monitor the meal and record the activity in the Jail Log.

INMATE RULES AND DISCIPLINE

All inmates must obey the Lock Up rules, ordinances of the City of Sand Springs and the laws of the State of Oklahoma.

1. A copy of the facility's rules and regulations is posted in a conspicuous place and shall be available upon request. At any time, an inmate can request a verbal explanation and discussion of each rule.

2. Violation of city ordinances or state laws will result in additional charges being filed against the inmate.

3. All persons who deal with inmates shall be familiar with the rules of inmate conduct and the approved sanctions. To prevent discrepancies among staff interpretations, in-service training shall be conducted as often as necessary by direction of the administrator.

4. Employees shall prepare an Incident/Offense report when they have reason to believe that an inmate has committed a major violation of rules or several minor violations. Reports prepared by staff members shall include, but not be limited to, the following information:

    a. Specific rules/laws violated.
    b. Any unusual inmate behavior.
    c. Disposition of any physical evidence.
    d. Any staff or inmate witness.
    e. Any immediate action taken, including the use of force.
    f. Reporting staff member's signature, and date and time report was made.

5. Lock Up rules listed herein will be adhered to:

    a. Inmates will not destroy City/Department property.
    b. Inmates will keep cell and common areas clean and free of debris.
    c. Inmates will not engage in or encourage fighting.
    d. Inmates will not participate in sexual activities of any kind.
    e. Inmates will bathe at least three times a week.
    f. Inmates will not possess or cause to be brought into any cell contraband of any type.
    g. Inmates will not annoy, harass, or disturb the sleep of any other inmate.
    h. Inmates will not write on, damage or deface walls, ceiling, floor or bunks.
    i. Inmates will not waste water or obstruct drain system.
    j. Inmates will not damage or destroy bedding or clothing.
    k. Inmates will not be loud, boisterous, shout, box or wrestle.
    l. Inmates will not save left-over food.
    m. Inmates will share cleaning of the cell and respect others' property and privacy.
    n. Inmates will not make, fashion or convert any article into any type of weapon, nor will they bring or cause to be brought any type of weapon into the cells.
    o. Inmates will not solicit business for lawyers or bondsmen.

6. Failure to abide by these rules will result in prompt disciplinary action consisting of one or more of the following:

    a. Additional charges being filed.
    b. Restriction of visiting privileges and phone calls.
    c. Isolation.
    d. Loss of good time hours worked.
    e. Other punishment as may deemed appropriate.

CLASSIFICATION AND SEGREGATION

Classification and segregation shall not be done solely on the basis of race, color, creed or national origin.

1. As is standard with the Federal Bureau of Prisons biological sex will be the initial determining designation for sexual classification. No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115)
2. Female inmates will be housed separately from male inmates.
3. Only when absolutely necessary, under applicable statues of this state, shall a child under the age of 16 be detained. The juvenile will not be placed in any cell nor will visual contact be allowed during the booking process.
4. Inmates shall be housed separately from other inmates if they are considered to be a threat to other inmates or staff for the following reasons:
    a. Inmate's past criminal history;
    b. The nature and severity of the charges pending against the inmate;
    c. The inmate's behavior while in the facility; and
    d. Any evidence of vermin infestation and or communicable diseases.
    e. Other relevant reasons as directed by the administrator.
5. Inmates who are intoxicated or under the influence of a controlled substance shall be housed separately from other inmates until such time as they return to normal condition.
6. Inmates who are transgender, intersex, in transition or undergoing sexual reassignment shall be housed separately from other inmates.
6. **Inmates who are mentally ill will be kept separate from other inmates. Every effort should be made to have them admitted to a local hospital or a clinic for the mentally ill.**

SAFETY, SANITARY AND HYGIENIC STANDARDS

The facility shall comply with legally required federal, state and local sanitation and health codes as well as reasonably acceptable safety precautions.

1. Facility floors shall be kept clean, dry and free of hazardous substances at all times. Floors will be swept daily.

2. Bathing facilities will be cleaned with hot water, and soap on a regular basis.

3. All toilets, wash basins, and sinks will be cleaned daily if the cell is used.

4. Living area floors, walls and built-in bunks will be scrubbed or mopped once per week if the cell is used, and when last inmate is removed from the cell.

5. Smoking is not permitted.

6. Cell windows shall be kept clean.

7. Sanitation tools will be cleaned after each use.

8. Communication Center Personnel will be responsible for sanitation and housekeeping in the cells.

9. Inmates staying in a cell shall be provided appropriate personal hygiene equipment to include at a minimum soap, towel, shampoo, and dental hygiene items. Feminine hygiene articles will be provided to female inmates upon request. Razor and shaving cream shall be available upon request. Shaving items will be issued and recovered after each use. **These items shall not be stored in the cells. (See Procedure II)**

10. Clean bedding shall be issued to every inmate who is to stay overnight in the facility. A standard issue of bedding shall include:

    a. An approved mattress.
    b. Enough clean blankets to provide comfort under existing weather conditions.

11. Laundry services shall be sufficient to permit regular exchange of all bedding and non-disposable items. Inmates shall be issued a clean set of Lock Up clothing at the end of the first twenty-four (24) hour period; thereafter, clothing and bedding will be replaced 1 time each week.

12. Blankets and mattresses shall be cleaned or sterilized before reissue.

13. Issuance of all clothing and bedding shall be recorded and inmates are to be held accountable for its use. Inmate's personal clothing shall be collected and placed with inmate's property in the event that Lock Up clothing is issued to the inmate.

14. The store of bedding, linen and clothing shall exceed that required for the facilities maximum inmate population so as to assure that no shortage occurs while the items are being cleaned.

15. For extreme circumstances it may become necessary for the Communication Center Personnel to remove linens and bedding from inmate's bed. Such action may be taken only as a measure to protect the inmate from self-injury, to protect other inmates, or to protect facility furnishings. Such action shall be documented and an inter-office forwarded to the Services Division Commander.

16. Sufficient facilities shall be provided in housing areas to permit inmates to bathe and at least three (3) times per week.

17. Inmates will be required to bathe according to the inmate bathing schedule, a minimum of three (3) times a week.

18. The water supply shall meet all applicable state and local laws and regulations regarding water quality. The facility shall provide both hot and cold running water.

19. Any condition conducive to harboring or breeding insects, rodents or other vermin shall be eliminated immediately.

20. Liquid and solid waste shall be collected, stored and disposed of in a manner that avoids nuisance and hazards, and protects the health and safety of inmates and staff.

21. Receptacles for refuse shall be provided in the cell hall.

22. The facility has a written evacuation plan in the event of fire or major emergency. Communication Center Personnel are to be instructed on emergency procedures in case of fire.

PROCEDURE II - Distribution of Razors

1. Inmates on discipline, suicide watch, or who are intoxicated shall not be issued razors.

2. Communications Center Personnel will distribute razors during the inmates assigned bathing time. The Communications Center Personnel will tell the inmate to return the razor at the completion of their assigned bathing time. This will be approximately 10-15 minutes, but personnel may use their discretion, if they require more or less time.

3. When the inmate is finished with the razor they will return it to the Communications Center Personnel, who will properly inspect and dispose of it.

4. If an inmate does not return the razor the Communications Center Personnel will request that it be returned. If the inmate refuses to return it, the Communications Center Personnel will request an on duty officer be dispatched to assist and retrieve the razor.

5. When back up assistance arrives the officers will secure the inmate(s) and attempt to locate the razor. If the razor is not retrieved the Services Division Commander may initiate a shakedown. The Communications Center Personnel will complete an Incident Report (IR)

LOCK UP DIVISION SUPPLY INVENTORIES

POLICY: It is the policy of the Sand Springs Municipal Lock up to conduct ongoing property inventories to ensure that supply and equipment shortages do not interrupt or cause inefficient jail operations.

SOURCE: A.C.A. Standard 4-ALDF-7D-15

PROCEDURE I – Lock Up Division Inventories

1. Lock up personnel routinely conduct inventories, but the Division Commander may direct others to conduct additional inventories of specific lock up property.

2. The Division Commander may require these inventories when supplies or equipment are discovered to be missing or damaged, or may be necessary as part of the lock up budgetary process.

3. These inventories will be conducted weekly and delivered to the Services Division Commander no later than 10 A.M. of each week.

FOOD SERVICES AND DIETARY REQUIREMENTS

POLICY: It is the policy of the Sand Springs Municipal Lock up to serve inmate meals that have been approved by a registered dietitian in a timely and efficient manner, while providing for basic security considerations.

SOURCE: A.C.A. Standard 4-ALDF-4A-17 A.C.A. Standard 4-ALDF-4A-11 A.C.A. Standard 4-ALDF-4A-15

PROCEDURE I - Meal Delivery and Preparation

1. Inmates will be provided with at least three (3) meals in a twenty-for (24) hour period, at least two of which will be hot (110F – 120F).
2. Meals will be prepared by jailers wearing gloves and a mask, also standard hygiene practices will be followed while preparing and serving meals to provide the meals in the most sanitary way possible. (careless serving and waste are to be avoided).
3. Jailers will serve the meal immediately after preparation, so as to insure hot fresh meals.
4. Special diets shall be available for inmates upon a physician's or dentist's authorization. Special diets shall conform as closely as possible to the food served other inmates. If it is a requirement of a prisoner's religious beliefs that the prisoner adhere to dietary practices, reasonable provisions shall be made for such diets from meals that are currently being served.
5. Jailers shall log the meals, served to each inmate by date and time, even if the meal is refused.

PROCEDURE II - Meal Service for Inmate

1. Jailers will serve the prepared meals to the inmates in their respective cells (men’s, women’s or isolation).

2. Jailers will provide the inmates with eating utensils, bread and a drink with prepared meals.

3. Jailers instruct the inmate to properly dispose of the meal trays after they are finished eating in the provided waste bin.

4. Jailers will inspect the inmate areas for meal trays and left over food, and take necessary action to dispose of said items. Liquid and solid waste shall be collected and disposed of properly to protect the health and safety of inmates and staff. Refusal to eat must be documented at each meal.

5. Jailers will not accept food for inmates from relatives or friends. These items cannot be secured and food cannot be turned over to inmates in the cell.

6. Food shall not be used as a reward or disciplinary act

PROCEDURE III - Weekly Sanitation, Cleanliness and Equipment Inspections

1. Jailers will inspect and inventory the Food Service/Supply area and equipment weekly to ensure that they are meeting all local and state health standards, and that all equipment is in good working order.

2. If standards are not being met, the inspecting jailer will take corrective actions.

3. The inspecting jailer will document the findings of the inspection and forward it to the Services Division Commander.

PROCEDURE IV - Sanitation and Cleanliness Inspections

1. The Services Division Commander, or designee, may conduct unannounced inspections of the Food Service/Supply area and on equipment used therein.

2. The Services Division Commander will provide a written report of the inspection to all jailers.

3. All jailers will review the written report and the issue(s) will be corrected immediately.

STANDARD HYGIENE PRACTICES:

All Communications Center Personnel will:

1. Wash their hands and arms with soap prior to handling any food to be served to inmates.

2. Have clean hair and tie it back, if it is longer than shoulder length.

3. Wear disposable gloves and a mask when handling food.

4. Meals shall be served at 06:00-07:00, 12:00-13:00 and 18:00-19:00 Hrs every day

MEDICAL CARE AND HEALTH SERVICES

1. Medical care of inmates in Lock Up shall involve the use of the Sand Springs fire department and EMSA.

2. Medical authority approved delousing procedures will be used whenever vermin are detected. Lock Up personnel will spray infected inmates with a delousing spray or shampoo, to rid inmates of vermin.

3. A first aid kit will be on hand in the facility. Communication Center Personnel will be trained in basic first aid and CPR as well as the use of the first aid kit.

4. Communication Center Personnel shall be trained regarding recognition of symptoms of mental illness.

5. Administration of medications, date, time and place of medical encounters shall be recorded in the appropriate log after verification.

6. Any remaining medications shall accompany the inmate when the inmate is transferred to another facility or released. The count at that time shall be logged.

7. Medical screening shall be performed on all inmates immediately upon admission to the lock up, and before being placed into a cell. The booking officer shall record the following:

    a. The inmate's statements of current illnesses, health problems, special health requirements including needed medication.

    b. Observation of inmate behavior including state of consciousness and mental status.

    c. Observed body deformities, trauma markings, bruises, lesions, ease of movement, jaundice or similar conditions.

    d. Condition of skin and body orifices including infestations.

    Those individuals who appear to have a significant medical or psychiatric problem, or who may be a suicide risk, shall be transported to the supporting medical facility as soon as possible. They shall be housed separately in a location where they can be observed frequently by Communication Center Personnel at least until the appropriate medical and/or Mental Health evaluation has been completed.

8. No type of medication, **with the exception of nitroglycerin tablets and Asthma inhalers,** will be kept by inmates in the cells.

9. Pain medication (ibuprofen, acetaminophen) can be issued to inmates and must be recorded in the appropriate log.

10. Staff shall wear disposable gloves when dealing with possible exposure to inmate's bodily fluids.

11. Razors will not be shared by inmates. A razor will be issued to an inmate upon request. After use the razor will be collected from the inmate. Razors will not be kept by inmates in the cell.

MANAGEMENT OF SUICIDAL INMATES

PHILOSOPHY: The Sand Springs Municipal Lock up is committed to the philosophy that "every life can be saved" and has a suicide prevention program that incorporates NCCHC (National Commission on Corrections Health Care) standards. All personnel are trained in suicide prevention. Communication between all personnel is maintained at an optimum level, thereby, promoting a team approach in recognizing and preventing suicide.

SOURCE: NCCHC Standard J-G-05 - Written policy and defined procedures require, actual practice demonstrates, the Sand Springs Municipal Lock up has a program for recognizing and responding to suicidal individuals. The program components include the following: Training, Intake Screening/Assessment, Referral, Housing, Monitoring, Communication, Intervention, Notification, Reporting, Review and Critical Incident Debriefing.

TRAINING: All Communications Center Personnel are/will be trained in recognition of suicidal risk factors and suicide prevention. This includes verbal, non-verbal, and behavioral cues that indicate a potential suicide and how to respond appropriately. Communications Center Personnel receive two (2) hours of updated mental health training annual.

INTAKE SCREENING/ASSESSMENT: Identification of suicidal inmates begins with the initial screening conducted by booking officers and the Medical/Health History screening. Intake screening and assessment are invaluable in identifying suicide risk factors (most identifying factors and information about possible suicide risk will be obtained from the arresting/booking officer). The medical screening form includes inquiry regarding: suicidal ideation and/or attempts, current ideation, threat or plan; Prior mental health treatment/hospitalizations suicide risk during prior confinement; and arresting/transporting officer's belief that the inmate is currently at risk. Officers are alert to any unusual behavior, suicidal statements, or gestures and will report such to Communications Center Personnel. If suicide-warning signs are noted at any point during the booking process, or confinement The inmate will be monitored continuously in Booking, and upon being transferred to the drunk tank module, until transfer to another facility or mental health facility can be completed.

REFERRAL: When an inmate is placed on Suicide Precautions, the on duty supervisor will be notified immediately, either by phone, radio transmission, or in person. The Communications Center Personnel will complete an appropriate log entry listing the reasons for precaution, and will forward an email to the Services Division Commander.

EVALUATION: Trained mental health professionals (C.O.P.E.S. or TCBH) will evaluate all inmates placed on Suicide Precautions. The Mental Health professional will read the arrest report for any pertinent information concerning suicidal statements or gestures made by the arrestee (mood, aggression, substance abuse should all be noted). In addition, the mental health evaluation will include a review of the inmate's medical questionnaire for any history of psychiatric medication, suicide attempts, or unusual behavior. This information will be used as part of a comprehensive mental health evaluation with the inmate.
In the event the inmate meets the criteria for involuntary psychiatric hospitalization, meaning that the inmate is an imminent danger to self/others, or is gravely disabled from a mental health illness, the inmate will be transferred to a psychiatric hospital. If the inmate does not meet the criteria, please refer to Policy 900 – 903, 412.

HOUSING: An inmate on Suicide Precautions will be housed in a manner that optimizes safety. A safety cell housing an inmate on Suicide Precautions will be clearly visible by and monitored by staff. When an inmate is placed on Suicide Precautions, all items that could be used for self-harm, are removed (pencils, razors, sheets, shoestrings, socks, underwear, etc.). Disposable Jail clothing will be issued. Every effort will be made to ensure the inmate's safety while preserving their dignity.

MONITORING: Inmates on Suicide Precautions should be constantly viewed on the monitor and checked visually at least every 15 minutes.

COMMUNICATION: The arresting /booking Officer will communicate any suicide risks to the Communications Center Personnel on arrival at the jail. The arresting officer/booking officer will initiate the Intake Health Screening by answering questions with the inmate. The arresting officer will note the suicide concerns on the arrest report. If an officer places the inmate on Suicide Precautions, they will inform Communications Center Personnel, they will complete an Incident/Offense Report and transport the inmate to a mental health hospital to be evaluated following the protocols listed in Policy 900 – 903, 412.

INTERVENTION: Suicide prevention is a multi-dimensional issue and includes effective intervention following incidents of self-injury. Communications Center Personnel who discover a suicide attempt in progress will call for back-up in the area where the incident has occurred. EMSA and Fire Department will be requested as well. If the incident occurs in a cell with other inmates present, Communications Center Personnel will direct the remainder of the cell to lockdown. The person who finds the inmate will start CPR/First Aid until EMSA or Fire Department Personnel arrive.

NOTIFICATION: The Communications Center Personnel will then follow the protocols as listed in Policy 330 to notify the needed and required staff/administration.

SPECIAL CIRCUMSTANCES

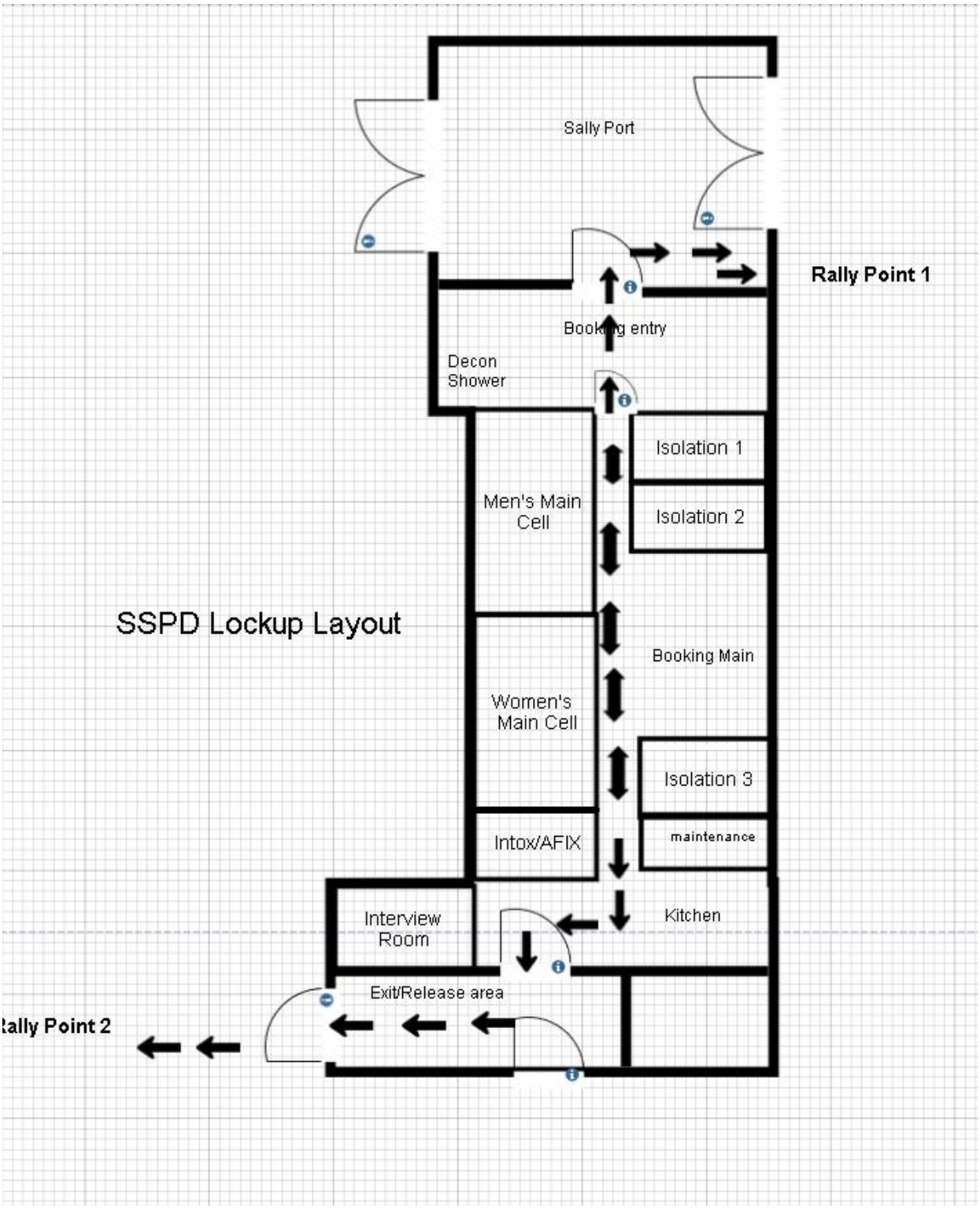
FIRE

In the event of a fire, Communication Center Personnel will notify police and fire over the radio. The inmates will be removed from the area posing immediate threat and secured in another area of the facility. Should the smoke or breathing conditions become intolerable, Communication Center Personnel shall move all inmates outside of the threatened area, with the possibility of taking the inmates outside the building. After the fire has been contained and put out, if significant damage has been done to the building, the judge will be contacted about inmates on local charges. Inmates being held on county charges will be transported by patrol officers as needed.

Emergency Jail evacuation for fire or other potential emergency situations threatening the jail: Dispatch will immediately broadcast over police radio concerning the type of emergency in the jail. This will immediately summon all available units to the station. If during business hours, office staff will also be notified. The on-duty supervisor is responsible for both the orderly and safe movement of inmates and prevention of escape during the movement and use the best means possible to evacuate the building. However, the dispatcher/ jailer may take measures necessary to prevent injury to inmates if necessary at their discretion, if waiting for assistance of officer's arrival is not timely and will cause injury.

Fire drills will be conducted quarterly by every jailer shift, and acknowledged by the Fire Marshall and the Services Division Commander.

FIRE EVACUATION DIAGRAM



SICKNESS

If an inmate states that he or she is sick, or Communication Center Personnel notices during a routine check that an inmate appears ill the Communication Center Personnel will first call the Shift Supervisor to evaluate the situation and an ambulance will be called if necessary. During the event of a major illness such as a heart attack or seizure, someone must stay with the inmate until help arrives. The Communication Center Personnel will record all information in the appropriate log. When and if an inmate is transferred by ambulance, a police officer will accompany the ambulance to the hospital if appropriate manning levels are observed and by the approval of the shift supervisor.

NATURAL DISASTER / DISRUPTION

In the event the Lock Up is damaged by natural disaster, alert the patrol supervisor. Any affected inmates will be removed and placed in another cell. If damage is too extensive to hold all inmates, the lock up shall release all inmates being held on minor offenses. In any other event that disrupts the normal operation of the lock up, such as power outage or similar occurrence, contact the Services Division Commander, and notify them of the incident. Mobilize additional patrol support at the lock up until the disruption is under control.

LOCK UP ESCAPE

When and if a lock up escape should occur, notify police offices over the radio. Communication Center Personnel shall contact the on-duty Patrol supervisor and coordinate efforts in locating any and all escapees. Staff shall also contact the Services Division Commander. The supervisor will evaluate the situation, take all necessary action and make a written report describing everything that transpired.

SUICIDE ATTEMPT

In the event of an attempted suicide by an inmate, these procedures shall be followed:

a. Advise the on duty supervisor that there is an attempted suicide in progress at the Lock Up. Communication Center Personnel will dispatch patrol officers, a Patrol Supervisor, and EMS.

b. Enter the cell only if there is a life-endangering situation that requires immediate attention. If it is not life-endangering, wait for backup officers before entering.

c. Remove and separate all other inmates from the cell if possible.

d. As soon as the immediate danger has passed, secure the inmate who has attempted suicide.

e. Secure the cell and treat it as a crime scene. It shall remain secured until all photographs and evidence are collected.

f. Contact the Services Division Commander.

g. Assist the Patrol Supervisor, who is in charge of the crime scene, with any reports and witness statements from other inmates if applicable.

h. Submit an inter-office to the Services Division Commander detailing the events that occurred and the actions that were taken.

i. The Services Division Commander or designee will be responsible for making notification to the Oklahoma State Jail Inspector and sending all necessary paperwork to them.

DEATH IN THE LOCK UP

In the event of an inmate death

a. Contact the on duty supervisor and secure the crime scene.

b. Relinquish the crime scene to the on duty supervisor upon their arrival and provide assistance as requested by departmental staff.

c. Refer to Police Department Policy 900 – 903, 412**.**

d. The Oklahoma State Jail Inspector, Chief and Deputy Chief of Police, Patrol Division Commander, and the Services Division Commander shall be notified immediately.

BOOKING & OPERATIONS PROCEDURE

1. When reporting for duty Inspect booking area and Lock Up for:
    - Cleanliness of area and cells.
    - Clear booking area of any possible weapons (i.e. scissors, pencils, etc.).
    - All logs are filled out and up-to-date.
    - The facility is properly secured.

2. Receive briefing from off-going shift concerning inmate status (i.e. if phone calls are needed, are they violent, any taking medication, inmates that need baths or fed, inmates in need of being transported to County Jail, any changes or task to be accomplished).

3. When booking in juveniles, the procedure is the same as adults with these exceptions:
    - The juvenile's property will not be placed on an inventory form as the property will not be kept by/in the Lock Up.
    - The juvenile will not be given phone calls unless the arresting officer requests that the juvenile make calls.
    - Upon completion of the booking procedure the juvenile will be returned their parents/guardians or CIC.

4. Key points to remember when dealing with inmates:
    - Never let inmate get behind you.
    - Always control the process; do not curse, insult or tease the inmate, even if they anger you.
    - Never let the inmate rush you while completing your duties.
    - Make sure all forms are signed and phone calls are logged.
    - If the inmate is extremely intoxicated from narcotics/alcohol, violent, mentally ill or suicidal, you need to check on their welfare every 15 minutes and log the activity.
    - Always brief the on-coming shift of Communication Center Personnel.
    - Always wake the inmate and receive a yes or no when it is meal time and log the answer received.

Housekeeping Requirements:

- Issue the inmate personal hygiene items if they are in Lock Up longer than forty-eight (48) hours. Record the issuing of these items in the appropriate log.
- Make sure the inmate keeps his or her living area clean (pick up trash, etc.).
- Make sure to have the inmate clean the cell before being released. Wash blankets, sweep and mop floors. Check cell for damage or any foreign items.
- Clean booking area, to include cleaning floors, dusting and emptying trash cans.
- Clean the kitchen area, to include cleaning the floors, wiping down the counters, making sure food prep and serving items have been cleaned and put away, and food items have been restocked as needed.

Inmate Release:

- Do not release inmate physically or from the system until confirmation has been made of the receipt of a cash/credit card bond or O.R. paperwork from an attorney or bondsman.
- When releasing personal property, go over the property inventory with the inmate, even if they say not to.
- Do not let the inmate rush you in the booking-out process.
- Make sure the Return of Property booking-out form is signed by the inmate and the releasing employee.
- Ensure that the inmate has all citations and paperwork associated with his or her arrest.
- Bond form completed by bonds person will be signed by inmate before being released.
- Make sure to return any prescription medication kept in the communications center to the inmate.

Lock Up Meal Schedule:

Breakfast ……. 0600 to 0700 hours
Lunch …….. 1200 to 1300 hours
Dinner ……. 1800 to 1900 hours

JUVENILES

- The Sand Springs City Lock Up will keep a separate blotter for all juveniles arrested and processed. The juvenile blotter is not a public document and not available for inspection without prior approval through our city legal department.

- The Sand Springs City Lock Up is not classified a juvenile detention center. All arrested juveniles will be returned to the custody of a parent/guardian or CIC after they have been processed. While juveniles are being processed, every attempt shall be made to separate the juveniles from adult inmates by substantial architectural means (no visual contact).

- Reverse certification and youthful offender acts do not apply to the Sand Springs City Lock Up. These are applied after arraignment.

We **do not** house juveniles.

LOCK UP TRUSTEE PROGRAM

The Sand Springs Municipal Lock Up has adopted the following procedures to direct the operations of the Lock Up Trustee Program. The Lock Up Trustee Program provides a benefit to both the City of Sand Springs and the inmates incarcerated in the Municipal Lock Up. A properly implemented trustee program contributes to lessen Lock Up overcrowding by giving inmates an opportunity to work to decrease their fines while providing a limited labor pool for the City. Participation in the Lock Up Trustee Program is voluntary and a privilege that can be revoked at the discretion of the Services Division Commander.

Procedure:

Program Supervision:

- The Services Division Commander has primary responsibility for administration of the Lock Up Trustee Program.
- The Lead Dispatcher(s), will ensure that all inmates participating in the program meet eligibility requirements.
- Trustee work hours will be documented on appropriate forms with copies going to the Municipal Court for crediting hours worked.
- The Communications Center Personnel in charge of the trustee will ensure that the trustee reads and signs the SSPD Lock Up Trustee Agreement form before being granted trustee status.

Trustee Selection:

The following trustee selection criteria will be utilized to determine whether an inmate may participate in the Trustee Program.

1. The inmate must not have any history of violent offenses within the last five (5) years. Examples of offenses that would disqualify an inmate include, but are not limited to, the following:
   a. Felonious Assault and battery
   b. Domestic violence
   c. Violation of protective order
   d. Carrying illegal weapons
   e. Indecent exposure/lewd conduct/outraging decency
   f. Resisting arrest
   g. Escape from confinement
2. Exceptions to selection criteria will be allowed on a case-by-case basis for trustees working in secure areas of the Lock Up only.
3. Inmates serving sentences with misdemeanor holds from other law enforcement agencies **MAY** qualify for trustee jobs. This will be reviewed and approved on a case by case basis by the Services Division Commander only.
4. Inmates with Felony or open district charges **DO NOT** qualify for trustee status in the Lock Up.

BIO-HAZARD CLEAN UP AND DISPOSAL

POLICY: It is the policy of the Sand Springs Municipal Lock up to protect inmates and its employees within the facility from any health and safety risk while cleaning up blood or bodily fluids within the facility. Biohazard bags will be used for all spills and disposed of in accordance with bio-waste standards and guidelines.

SOURCE: NCCHC J-B-01

PROCEDURE I – Response and Clean-up

1. When cleaning an area or handling any items soiled with blood or bodily fluids (urine, vomit, blood, feces, and semen) employees will clear the scene of people.
2. Put on protective gear and make use of the following equipment:
• Disposable suit and booties
• Protective gloves
• Safety goggles
• Plastic Garbage bags
• Biohazard bags (large and small)
• Absorbent powder
• Hospital grade disinfectant (capable of killing MSRA, Nora virus, and TB) with a 3 minute kill time
• Spray bottles and aerosol disinfectant spray
• Cleaning brushes
3. Spray affected area with disinfectant. Place caution signs if needed. Sprinkle absorbent powder over spill. Use disposable dustpan and scraper to scrape up absorbent material. Dispose of these materials in a red biohazard bag and tie off the bag.
4. Pick up any soiled linen, towels, etc. Place them in a red biohazard bag for disposal. Or if the item is not disposable it will be placed in the laundry room and cleaned immediately and separately from other items.
5. Re-spray the affected area. Depending on the size of the affected area use paper towels and spray or a mop and a bucket with a disinfecting solution and clean the affected area.
6. Dispose biohazard suits, gloves, trash etc. in red biohazard bag. Tie off b ag.
7. Pour out mop solution, refill bucket with disinfectant cleaner, and clean and rinse mop thoroughly. Hang to dry. If you do not have a disposable dustpan you need to wash your dustpan and broom head in the disinfecting solution.
8. Wash your hands thoroughly.
9. Re-stock the clean-up kit.

INCIDENT REPORTS

POLICY: It is the policy of the Sand Springs Municipal Lock up to use a systematic means of recording incidents that occur in the jail and to document and investigate such events.

PROCEDURE I - Completion of an Incident Report

1. Communications Center Personnel will complete Incident Reports via email to the Services Division Commander to document events and situations beyond the scope of routine operations. These might include, but are not limited to:
a. An inmate has threatened or injured someone in the facility, or the security of the facility is threatened.
b. Force is used to control an inmate.
c. An inmate violates a jail rule.
d. Jail equipment/property has been damaged
2. Staff will complete the report as soon after the incident as possible, but no later than the end of their shift.
3. All reports will be written documenting what occurred in chronological order with sufficient detail and thoroughness.

PROCEDURE II - Mandatory Incident Reports must be written for the following events.

1. Any incident where sexual contact did or may have occurred.
2. All Use of Force incidents.
3. State and local law violations within the jail and damage to city property.
4. A major medical incident such as a suicide attempt or death.
5. Lost or found property.

LOST AND FOUND ITEMS

POLICY: It is the policy of the Sand Springs Municipal Lock up to attempt to identify the owner of lost and found items, or it will be disposed of according to established guidelines.

SOURCE: None

PROCEDURE I - Employee Responsibility for Non-weapon and Non- Contraband Items

1. An employee finding lost or misplaced property will complete an Incident Report detailing the following:
   a. A description of the item
   b. Where and when it was found
   c. Any additional information that could lead to finding the owner.

2. The employee will forward the item and a completed IR to the On-Duty Supervisor (ODS).

3. The ODS will place the item in the Property Room

PROCEDURE II - Employee Responsibility for Found Weapons and Contraband

1. Any employee finding weapons or contraband will contact an on duty officer who will then complete a report, and send the item(s) to the property room as soon as possible. Additionally inmates will be searched and secured in another portion of the facility and a shake down of the cells will be conducted.

CRITICAL INCIDENT DEBRIEFING

PROCEDURE: The Services Division Commander will conduct a debriefing with all personnel involved in the incident as soon as possible. The Servicers Division Commander will remind all personnel of the availability of the Employee Assistance Program (EAP). When the investigation is complete and the Medical Examiner's report is finalized, Department Administration will review them. There will be a formal debriefing that will include all of the personnel involved in the incident. Others wishing to be part of the debriefing will need approval from the Services Division Commander.

ADMINISTRATIVE REVIEW: Following a successful suicide, a Mortality Review will take place. The following people will be in attendance:

Chief of Police
Deputy Chief of Police
Services Division Commander
Patrol Division Commander
Others as determined by the Chief of Police

The Mortality Review Group will review the following records if applicable and/or available:

- Inmates Initial Medical Screen
- Medication Sheets
- Mental Health Referrals
- Mental Health Evaluations
- Psychiatrist Evaluations
- Incident Reports and Worksheet entries
- Workflow of the Communications Center Personnel during the time preceding the event

The Mortality Review Group will compile a summary of the events to evaluate and if appropriate if/how the risk factors were assessed. The Department Administration will review the summary and revise Policies and Procedures in accordance with the findings if needed.

NOTIFICATIONS

PROCEDURE:

1. In the event of an attempted escape, the on-duty supervisor will be notified by Communication Center Personnel and he will insure that the following personnel are notified:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee

2. In case of inmate death or escape with injury to a staff member or inmate, the on-duty supervisor will be contacted and he will immediately notify:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee
- Jail Inspection Division of Jail Inspector

3. In case of attempted suicide, any unusual incident such as extensive damage to jail property, injury to staff or inmate requiring medical attention or escapes, the on-duty shift supervisor will be contacted, and he will insure that the following personnel are notified:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee.
- Jail Inspector (Coordinated through service Division Commander)

(*see Policy 330 for further*)

Jail Standards from Oklahoma statutes on following pages

TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH
CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS

SUBCHAPTER 1. GENERAL PROVISIONS

310:670-1-1. Purpose

The rules in this Chapter provide procedures for inspecting all city and county detention facilities, city or county lockup facilities, and city or county detention facilities holding juveniles, as authorized by 74 O.S., Section 192.

310:670-1-2. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning unless the context clearly indicates otherwise:

"ACA" means American Correctional Association.

"Available" means that the subject individual is either on site or on the premises.

"**Bodily search"** means any invasive examination by hand of an inmate's person or clothing. Bodily searches do not include "pat-downs."

"Central control" means the central point within the facility where security activities are monitored and controlled.

"**Contraband"** means anything not authorized to be in an inmate's possession.

"Dayroom" means space for activities that is situated immediately adjacent to the inmates' sleeping area and separated from the sleeping area by a wall.

"Department" means Oklahoma State Department of Health.

"Detention facility" means a facility that may hold a person for an indefinite period of time.

"Detention Officer" means a person whose training, education and/or experience specifically qualifies him or her to perform the duties indicated in the job description and the jail standards, or a person who holds a certification accorded pursuant to 70 O.S. Section 3311. The individual performing the duties must be trained in appropriate laws, codes, standards, policies and procedures.

"Direct contact with inmates" means contact between Detention Officers and inmates in inmate living areas.

"Direct supervision" means the Detention Officer is in direct contact with inmates and is in a position to constantly monitor behaviors and interact with inmates.

"Emergency care" means *medical or surgical care necessary to treat the sudden onset of a potentially life- or limb-threatening condition or symptom* [57 O.S. § 38.3(A)(1)].

"Facility administrator" means sheriff, police chief, city manager, private contractor or a designee thereof charged with maintaining and operating a lockup facility, or detention facility.

"Grievance" means a circumstance or action considered unjust.

"Holding facility" means a facility that shall hold *persons under arrest who are charged with a crime* no longer than twelve (12) hours [74 O.S. § 192(B)].

"Hot meal" means a measure of food served and eaten at one sitting prepared in accordance with and served at a palatable temperature range of 110º - 120º F. (43.3º – 48.8º C.).

"Indigent inmate" means an inmate who has a total receipt of or a balance of less than $15.00 from the first day through the last of the preceding month.

"Inmate" means any individual, whether in pretrial, sentenced or un-sentenced status who is confined in a detention facility.

"Juvenile" means a person who is subject solely to the jurisdiction of a juvenile court or who is subject to the provisions of Title 10A O.S. § 2-5-205 or 10A O.S. § 2-5-206 (relating to classification as a youthful offender as defined at 10A O.S. § 2-5-202).

"Last locked/secure door" means the last secure barrier between staff and the inmate.

"Life endangering situations" means a suicide attempt, or obvious serious injury or illness, which in the evaluation of the staff requires an immediate response.

"Life threatening" means a situation in which life saving measures are taken.

"Living area" means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include reception and release areas and special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

"Lockup facility" means a facility that may hold a person no longer than ten (10) days. It is usually operated by a town or city for the temporary detention of persons awaiting arraignment. Persons who need to be detained longer than ten (10) days shall be transferred to a detention facility.

"New construction" means a facility with final plans approved after January 1, 1992.

"Non-secure areas" means those areas where a youth or juvenile is in the custody of law enforcement and may not be able to leave or depart from the presence of law enforcement, yet the youth or juvenile is not detained in a facility which limits movement.

"On site" means a Detention Officer being physically present within the detention facility.

"On the premises" means a Detention Officer being physically present within the structure incorporating the detention facility, or within a building or structure sharing the same realty or located on realty that is contiguous to the realty upon which the structure incorporating the detention facility is located, provided that such remote building or structure is not located farther than 500 feet from the detention facility.

"Pat-down" means a noninvasive search of an inmate by hand performed by lightly skimming the exterior surface of the clothing covering the legs and torso.

"Physician or other licensed medical personnel" means a psychiatrist, medical doctor, osteopathic physician, physician's assistant, registered nurse, licensed practical nurse, emergency medical technician at the paramedic level or clinical nurse specialist [57 O.S. § 4.1(3)].

"

"Sensitive functions and procedures" means any bodily search or the visual supervision of any activity requiring an inmate to partially or fully disrobe.

"Sight check" means when a Detention Officer physically observes an inmate.

"Sight contact" means clear visibility within close proximity.

"Sound contact" means direct oral communication.

"Substantial remodeling" means the cost to repair/replace is at least fifty (50) percent of the cost to replace the facility.

"Sustained contact" means sight or sound contact that is not brief and inadvertent.

310:670-1-3. Implementation and inspection

A local facility administrator shall develop and implement written policies and procedures pertaining to the daily management and operation of the facility. Each facility shall develop and maintain an operations manual sufficient to demonstrate compliance with the standards in Section 1 of Subchapter 3 of this Chapter, or Section 1 of Subchapter 5 of this Chapter.

310:670-1-4. Holding facilities exempt

Pursuant to Title 74 O.S. § 192(B), a holding facility is not required to meet the standards for detention facilities, *as long as no person is held therein for a period longer than twelve (12) hours and as long as an employee of the county, city, or town is available to render aid to or to release any person so confined in the event aid or release is required because of a health or life-endangering emergency*.

310:670-1-5. Policies and procedures

Where this Chapter specifies that the facility shall develop a policy and procedure, the following standards shall apply.

(1) A policy may include a procedure. A procedure may represent policy.

(2) Policies and/or procedures developed based on requirements in this Chapter shall identify the following:

(A) The rule or law addressed by the policy and procedure;

(B) The position(s) or personnel responsible for implementation and oversight of the policy and procedure;

(C) The actions to be taken or procedures to be followed by facility personnel. This is the who, what, where, and when of the procedure;

(D) The position(s) or personnel responsible for reviewing the policy and procedure;

(E) A schedule for reviewing the policy that identifies the frequency at which the policy and procedure will be reviewed; and

(F) A signature page to capture the signature and date that the responsible official adopted the policy and/or procedure and the dates that review of the policy and/or procedure were completed.

SUBCHAPTER 3. STANDARDS FOR LOCKUP FACILITIES

310:670-3-1. Basic standards

The facility administrator shall develop and implement written policies and procedures for the operation of a lockup facility which shall include and address at a minimum, the following:

(1) Arrest and commitment papers shall be verified.

(2) An inmate shall be searched during admission.

(3) An inmate's property shall be inventoried and property shall be stored in a secure location.

(4) Medical reception information shall be recorded in the inmate file

and shall include, at a minimum, the following information:

(A) Current illnesses and health problems;

(B) Behavioral observation, including state of consciousness and mental status, history of alcohol or drug abuse and treatment;

(C) Body deformities and trauma markings such as bruises, lesions, jaundice, and ease of body movement;

(D) Condition of skin and visible body orifices, including infestations;

(E) Medications taken and any special health requirements;

(F) Whether the inmate is thinking about suicide or has recently attempted suicide; and

(G) Disposition or referral of the inmate to qualified medical personnel on an emergency basis [57 O.S. § 4.1(3)].

(5) A first aid kit shall be available at locations designated by the facility administrator.

(6) Two (2) completed, documented, local or collect telephone calls shall be allowed at time of booking or after a reasonable length of time as determined by the administrator or designee. The administrator or designee shall document an inmate's refusal to make calls. In facilities where inmates have unlimited access to operational telephones, an inmate's refusal to make telephone calls is not required to be documented.

(7) Clean bedding and personal hygiene items shall be available and provided at the facility.

(8) Shower facilities shall be available with hot and cold running water at a ratio of at least one (1) shower for every twenty (20) inmates.

(9) Continual supervision shall be provided by a trained employee.

(10) Hourly visual sight checks shall be conducted and documented.

(11) Male and female inmates shall be housed in separated living areas with visual separation between the two genders. Housing of inmates with mixed gender identification will be administered in a manner to maximize inmate safety.

(12) The facility shall comply with applicable building and fire safety codes of the State Fire Marshall as provided in Title 74 O.S. § 317 et seq.

(13) Each inmate shall be provided at least three (3) meals each twenty-four (24) hours that meet the national recommended allowance for basic nutrition. At least two (2) hot meals shall be provided daily. There shall not be more than fourteen (14) hours between the breakfast and the evening meals.

(14) Minimum Fire Safety Requirements:

(A) **Automatic smoke detection**. The facility shall be equipped with a smoke detection system and a sprinkler system that is approved by the Fire Marshal.

(B) **Bedding**. Polyurethane foam mattresses, pads and pillows are prohibited. Mattresses that are in compliance with the requirements of the State Fire Marshall shall be used.

(C) **Emergency lighting**. Each facility shall have emergency lighting that meets the minimum standards of the State Fire Marshall.

(D) **Supervision of inmates**. Detention Officer posts shall be located and staffed close enough to the lockup area to permit Detention Officers to hear and respond promptly to calls for assistance, and

provide immediate response to emergencies.

(E) **Exits**. There shall be designated and marked emergency evacuation exits that comply with the requirements of the State Fire Marshall.

(15) Inmates held over twenty-four (24) hours shall be issued and required to wear a clean set of detention facility clothing to include at least shirt and trousers or coveralls and footwear. An inmate shall receive a complete change of clothing at least one (1) time each week. Inmate street clothing shall be placed in inmate property.

(16) A Detention Officer shall be on duty on each floor where inmates are confined unless the facility is equipped with:

(A) Viewing access to all areas of the facility through closed circuit TV system; and

(B) An intercommunication system between the cell/living area and Detention Officer post/control center to communicate with and monitor inmates.

(17) Any lockup facility constructed or substantially remodeled after January 1, 1992 shall meet the requirements of OAC 310:670-5-11 except 310:670-5-11(b) (7), (8), and (13).

(18) Any lockup facility which houses forty (40) inmates or less shall be staffed consistent with the requirements at Title 74 O.S. § 192(C)]. Staff shall be available to perform sensitive functions and procedures as necessary to accommodate inmate gender.

(19) Any lockup facility *which houses more than forty prisoners and less than seventy-five prisoners* shall be staffed consistent with the requirements at Title 74 O.S. § 192(D)]. Staff shall be available to perform sensitive functions and procedures as necessary to accommodate inmate gender.

(20) Smoking policies in lockup facilities shall conform to the requirements in Title 21 O.S. § 1247.

SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES

310:670-5-1. Admission, release and records

The following admission and release procedures shall be followed. A facility shall have written policies and procedures for the reception, orientation and release of inmates.

(1) The admission process of new inmates shall include at least the following:

(A) Verification of arrest or commitment papers;

(B) A search of the individual upon entering the facility and a complete bodily search of the individual may be authorized prior to entering the general population;

(C) Intake screening by trained facility personnel utilizing, in part, a medical/mental health questionnaire approved by the Department of Health, or a screening conducted by a physician or other licensed medical personnel;

(D) Procedures to ensure orientation and understanding of facility rules;

(E) Issue bedding, clothing, and footwear; and

(F) Classification and assignment to a housing unit.

(2) Positive identification shall be made of the arresting or committing

officer, including verification of the officer's authority to make the

commitment.
(3) Each newly admitted inmate shall be permitted to complete at least two (2) local or collect telephone calls during the admission process or after a reasonable length of time as determined by the administrator. These telephone calls shall be documented and an inmate's refusal to make telephone calls shall be documented. In facilities, where inmates have unlimited access to operational telephones, an inmate's refusal to make telephone calls is not required to be documented.
(4) The types of personal property inmates may retain in their possession during confinement shall be specified in a facility's policies and procedures. Secure storage for property not authorized to be in the inmate's possession, to include civilian street clothing shall be provided.
(5) A written itemized inventory shall be made of all personal property of a newly admitted inmate.
(6) Before an inmate is released, positive identification shall be made of the individual and authority for release shall be verified.
(7) After the individual is positively identified, the inmate's personal property shall be returned. The items shall be compared with the inventory list and the inmate shall sign for the returned property upon release.
(8) A logbook or computer record shall be maintained on all inmates admitted to the facility. The logbook or computer record shall include at least the following:
(A) Name of the inmate;
(B) Date and time of admission;
(C) Date and time of release;
(D) Offense charges;
(E) Arrest number;
(F) Date of birth;
(G) Race; and
(H) Gender;
(I) Social security number;
(J) Booking and intake number.
(9) An intake shall be completed for every person admitted to a facility. The intake information shall be placed in the inmate's file and shall contain at least the following information:
(A) Date and time of admission;
(B) Name and aliases of inmate;
(C) Address;
(D) Name and title of arresting or delivering officer and employing agency;
(E) Charges;
(F) Date of birth;
(G) Race;
(H) Gender;
(I) Height;
(J) Weight (verified by scale);
(K) Eye color;
(L) Hair color;
(M) Scars, tattoos and other identifying markings;
(N) Special medical and mental health comment-data and recommendations;

(O) Name, relationship, address and phone number of emergency contact; and
(P) Court judgment and sentence if the inmate is sentenced .
(10) Records shall be safeguarded from unauthorized disclosure. Written policies and procedures shall specify the process that inmates and former inmates are allowed access to their records.
(11) Individual records shall be maintained and kept current for each inmate which shall contain at least the following information:
(A) Intake information;
(B) Commitment papers and court order;
(C) Reports of disciplinary actions or unusual occurrences;
(D) Medical, mental health and dental orders issued by the health care authority;
(E) The medical reception information collected pursuant to the requirements at OAC 310:670-5-8(2)(B);
(F) Photographs or video imaging; and
(G) Personal property inventory.

310:670-5-2. Security and control

The facility administrator shall develop and implement written policies and procedures for the safety, security and control of staff, inmates and visitors. Policies and procedures shall address at least the following:
(1) A central control center shall be maintained to coordinate the facility's internal and external security network. The control center shall be staffed twenty-four (24) hours-a-day. The control center or other location may be designated by the facility administrator and shall be responsible for inmate counts and key control.
(2) There shall be an inmate count at the beginning of each shift change. The inmate count shall be documented.
(3) There shall be at least one (1) visual sight check every hour which shall include all areas of each cell, and such sight checks shall be documented.
(4) All security perimeter entrances, control center doors, cell block doors and doors opening into a corridor shall be locked except when used for authorized entry and exit. Staff members shall know which doors should be locked and under what circumstances they should be opened.
(5) No one person shall be permitted to enter an inmate's cell or other area in which an inmate is confined, past the last locked door, without backup assistance. Prior to breaching the last locked/secure door, central control or another staff member who can provide assistance willbe notified. Documentation shall reflect the reason for the decision to enter a cell without backup assistance and a permanent record of the event shall be maintained.
(6) A weekly security device inspection shall be performed and priority corrective action taken on any discrepancy. A weekly inspection report shall be submitted to the facility administrator.
(7) Searches of facilities and inmates to control contraband shall be unannounced and at irregular intervals. These searches shall be documented.
(8) The availability, control and use of firearms, ammunition, chemical agents and related security equipment shall be sufficient to meet needs.

The level of authority required for access to, and use of, security equipment shall be specified in policy and procedure. Chemical agents shall be used only with the authorization of the facility administrator or designee. Detention Officers shall be trained in the use of chemical agents as prescribed by the manufacturer's specification.

(9) Firearms, ammunition, chemical agents and related security equipment shall be stored in a secure but readily accessible depository located outside the inmate living area. The facility may adopt policy and procedures that authorize trained and certified Detention Officers to be equipped with chemical agent and non-lethal weapons while on duty.

(10) Firearms, chemical agents and related security equipment shall be inventoried at least one (1) time each month to determine their condition and expiration dates. Firearms shall be cleaned and fired annually and repairs shall be made as needed.

(11) In an emergency situation, supervision of armed personnel is essential and only weapons/firearms authorized by the administrator shall be used.

(12) Personnel discharging firearms or using chemical agents shall submit a written report to the facility administrator documenting the nature of the incident and the identity of the personnel and inmates involved. All persons, employees and inmates involved in an incident where a weapon or chemical agent or force was used shall receive an immediate medical examination and/or treatment.

(13) Except in emergency situations, a weapon shall not be permitted in the secure area. There shall be a system of checking firearms and ammunition for temporary secure storage outside the secure perimeter.

(14) All keys shall be issued from a secure location designated by the detention facility administrator, and a log shall be used to record the number of each key, location of the lock and the number of keys to each lock. The key control system shall include a current accounting of the location and authorized person to have each key. Keys shall be returned to the control center or a secure issue location at each shift change. There shall be at least one (1) duplicate key to each lock that is maintained in a secure location inaccessible to inmates .

(15) Tools and utensils such as hacksaw blades, welding equipment, culinary, barber shears and all sharps of similar-type equipment shall be secured, issued and used in accordance with prescribed policy and procedure. The control system shall also provide for this type of tool and equipment brought into the facility by outside authorized persons.

(16) Inmates shall not possess flammable, toxic or caustic materials unless they are under supervision of qualified personnel. Such materials shall be stored in secure areas that are inaccessible to inmates.

(17) A post order shall be prepared for each post or duty assignment to be performed, and it shall specify the procedure to be followed for completing the assignment.

(18) There shall be written procedures for dealing with an escape. These procedures shall be available to all personnel and shall provide for sounding an alarm, alerting officials, mobilizing resources and ending the alert. Following an escape, the staff shall prepare an analysis of the escape and defects in the security system shall be corrected immediately.

(19) There shall be written procedures that specify what actions to

take in emergency situations, i.e., fire, disturbances, and taking hostages. The procedures shall specify areas of responsibility, the staff to be involved, when and what authorities shall be notified, how the problem may be contained and what shall be done after the incident ends. Emergency housing and supervision of inmates shall be provided.
(20) Staff shall be knowledgeable of and trained in the implementation of the emergency plans.
(21) An emergency auxiliary power generator or battery-operated system that meets applicable requirements of the State Fire Marshall shall be provided to maintain lighting and essential equipment in an emergency.
(22) All emergency equipment shall be inspected at least one (1) time each month and corrective action taken as needed. These inspections shall be documented.
(23) The use of physical force by staff shall be restricted to instances of justifiable self-protection, protection of others, protection of property and prevention of an escape, and shall be only to the degree necessary. A written report shall be prepared and submitted to the administrator following the use of physical force. All persons, employees, and inmates involved in an incident where a weapon, chemical agent, or physical force was used shall receive an immediate physical inspection, and if affected by the action, shall receive a medical examination and treatment.
(24) Instruments of restraint such as handcuffs, leg irons, restraint chairs, restraint beds and straitjackets, shall not be applied longer than authorized by policy and procedure and equipment manufacturer's specifications. Inmates placed in restraints shall not be left without required supervision. Instruments of restraint shall be used only as follows:
(A) As a precaution against escape during transfer;
(B) For medical/mental health reasons, by direction of the designated medical authority and detention facility administrator or designee; and
(C) To prevent inmate self-injury, injury to others or property damage, and then only with the approval of the detention facility administrator or designee.
(25) Guidelines for transporting inmates shall emphasize safety and
security and shall be available to all staff involved in transporting inmates.
(26) All entrances and exits to the facility shall be secure.
(27) .
The Department shall be notified no later than the next working day if any of the following incidents occur:
(A) Extensive damage to detention facility property;
(B) Serious injury to staff or inmate defined as life threatening or requiring transfer to outside medical facility;
(C) Escape;
(D) Serious suicide attempt, defined as life threatening or requiring transfer to outside medical facility; and
(E) Death.
(28) Trusties shall be either locked down or confined to the facility when not engaged in a job assignment. Trusties permitted outside the facility shall be supervised according to the written policy of the sheriff, chief of police, detention facility administrator and/or as required by state statute.

310:670-5-3. Supervision of inmates

(a) The movement of inmates from one location to another shall be controlled and supervised by staff.

(b) Staff shall provide twenty-four (24) hour supervision of inmates.

(c) Detention Officer posts shall be located and staffed to monitor all inmate activity either physically or electronically and close enough to the living areas to respond immediately to calls for assistance, and respond to emergency situations. A Detention Officer shall be on duty at all times at each location where inmates are confined or the observation shall be conducted by closed circuit TV. The location shall be equipped with an intercommunication system that terminates in a location that is staffed twenty-four (24) hours a day and is capable of providing an emergency response.

(d) There shall be sufficient staff to perform all assigned functions relating to security, custody and supervision of inmates. Staff assignments shall provide for backup assistance for all employees entering locations where inmates are confined.

(1) Any city jail or county detention facility which houses forty (40) inmates or less shall be staffed consistent with the requirements at Title 74 O.S. § 192(C)] .

(2) Any city jail or county detention facility *which houses more than forty prisoners and less than seventy-five prisoners* shall be staffed consistent with the requirements at Title 74 O.S. § 192(D)].

(3) Facilities which house seventy-five inmates or more shall have on site one (1) dispatcher or control center operator and a minimum of two

(2) Detention Officers on the premises.

(e) All inmates shall be searched when entering or leaving the security area.

(f) Policies and procedures shall specify a system for the supervision of female inmates by male staff and supervision of male inmates by female staff.

(g) When both male and female inmates are housed in a facility, at least one male and one female Detention Officer shall be available to perform sensitive functions and procedures as necessary to accommodate inmate gender.

(h) An inmate shall be prohibited from supervising, controlling, exerting or assuming any authority over another inmate.

(i) The name and telephone number of the practicing attorneys and bonds persons in the area shall be posted conspicuously near the telephone used by inmates. This can be a telephone book.

(j) Direct supervision of inmates shall be permitted if the facility has policies and procedures in place to ensure the safety of employees, inmates and visitors and if the physical plant design lends itself to direct supervision operation.

310:670-5-4. Inmate rules, discipline and grievances

(a) Written facility rules shall list all chargeable offenses, and the range of sanctions and disciplinary procedures to be followed and shall be made available to inmates. A rule book that contains all chargeable offenses, range of sanctions, and disciplinary procedures is provided to each inmate upon booking and is translated into those languages spoken by the significant number of inmates. When a literacy or language problem

prevents an inmate from understanding the rule book, a staff member shall assist the inmate.
(b) All persons who deal with inmates shall be familiar with the rules of inmate conduct, and the approved sanctions. To prevent discrepancies among staff in interpretations, in-service training shall be conducted as often as necessary by direction of the administrator.
(c) Employees shall prepare a disciplinary report when they have reason to believe that an inmate has committed a violation of rules.
(d) Disciplinary reports prepared by staff shall include at least the following:
(1) Specific rules violated;
(2) A formal statement of the charge;
(3) Any unusual inmate behavior;
(4) Any staff or inmate witness;
(5) Disposition of any physical evidence;
(6) Any immediate action taken, including the use of force; and
(7) Date and time of the report.
(e) Administrative due process procedures shall be followed for all rule violations. A chairperson or a committee may be appointed by the administrator to hear the charges and make a decision on appropriate action to be taken. Due process procedures shall include at least the following elements:
(1) Written rules that specifies offenses and sanctions;
(2) Inmate has been made aware of the rules and sanctions;
(3) Inmate receives written notice of the charges and is offered a hearing prior to sanction;
(4) Inmate is present at the hearing and hears the evidence, except for confidential information or if the inmate displays unruly behavior or waives that right in writing;
(5) Inmate has the right to make a statement;
(6) Inmate has the right to call relevant witnesses;
(7) Inmate may be assisted by a willing inmate or staff member of their choosing;
(8) The decision shall be based solely on the evidence and shall be rendered in writing;
(9) Record shall be made of the hearing;
(10) Decision shall be reviewed by the facility administrator or designee;
(11) An inmate shall have the right to appeal the decision of the facility administrator or designee to the next level of authority;
(12) A record of the charges and hearing disposition shall be maintained in the inmate's file.
(f) If an inmate allegedly commits an act covered by statutory law, the case may be referred to the appropriate court or law enforcement officials for prosecution.
(g) There shall be a written policy and procedure to respond to inmate requests of staff and grievances. The grievance policy shall conform to the requirements in Title 57 O.S. § 566.3 and include the following:
(1) procedures whereby any inmate may appeal and have resolved grievances;
(2) the types of complaints covered and excluded consistent with applicable state and federal law and rule, and court decisions, to include policies and conditions within the jurisdiction of the facility

that affect the inmate personally, actions by employees and inmates, and incidents occurring within the facility that affect the inmate personally;
(3) a grievance form or instructions for registering a grievance;
(4) resolution of the grievance at the lowest appropriate staff level;
(5) appeal to the next level of review;
(6) written reasons for denial of grievance at each level of review which acts on the grievance;
(7) provision for response within a reasonable time limit;
(8) provision for resolving questions of jurisdiction within the facility; and.
(9) procedures to control the submission of an excessive number of grievances.

(h) County jails *may deduct an amount of ten cents ($0.10) per page from any monies collected from an inmate for copies made at the request of the inmate* [Title 19 O.S. § 531(B)].

310:670-5-5. Classification and segregation

The facility administrator shall develop and implement written policies and procedures for the classification and segregation of inmates. The classification plan shall ensure the safety of inmates and staff. The following criteria shall ensure an adequate classification and reclassification system.

(1) Inmates of opposite sex shall be housed in separated living areas. Separation shall be by substantial architectural arrangements which permit no sustained sight contact. Housing of inmates with mixed gender identification will be administered in a manner to maximize inmate safety.

(2) Juvenile offenders.

(A) If detention of a juvenile is authorized, such juveniles shall be housed completely separate from adults without sustained sight and sound contact. Inadvertent contact with incarcerated adults outside of jail living areas not dedicated for use by juvenile offenders should be minimized. .

(B) A juvenile may be held for up to six (6) hours for the purpose of identification, investigation, processing, release to parent(s), transfer to court, or transfer to juvenile facility following the initial custody.

(C) A juvenile criminal-type offender may be securely detained in an adult jail or lockup for up to six hours immediately before or immediately after a court appearance, provided sight and sound separation is maintained. This period may be extended to twenty-four hours (excluding weekends and holidays) where the jurisdiction is outside the metropolitan statistical area where:

(i) state law requires an initial court appearance within twenty-four (24) hours after being taken into custody;
(ii) there is no acceptable alternative placement; and
(iii) the jail has been determined by the Department to provide for sight and sound separation.

(3) Inmates considered to be a threat to other inmates or staff shall be housed separately from other inmates for the following reasons:

(i) Inmate's past criminal history;
(ii) The nature and severity of the charges pending against the

inmate;
(iii) Inmate's behavior while in the facility; and
(iv) Other relevant reasons as directed by the administrator.

(4) Inmates may be double-celled or confined to dormitory style housing if the floor space meets the square footage requirements. These inmates shall be afforded the same living conditions and privileges as those occupying the general population. Any exception regarding conditions and privileges shall be defined by the administrator.

(5) Inmates who are intoxicated or under the influence of a controlled substance shall be housed separately from other inmates until such time as the medical authority or the detention facility administrator determines their suitability for placement into general population or other appropriate housing.

(6) Inmates who appear to have a significant medical or psychiatric problem may be separated from other inmates.

(7) Unsentenced inmates shall be separated from sentenced inmates, to the extent possible, and shall be permitted whatever confinement is least restrictive unless inmate behavior or other security considerations dictate otherwise.

(8) Classification and segregation shall not be done solely on the basis of race, color, creed or national origin.

310:670-5-6. Safety, sanitary and hygiene standards

The administrator shall develop and implement policies and procedures for the safety and maintenance of sanitation throughout the facility. These shall include at least the following:

(1) The facility shall be kept in a clean condition consistent with the requirements in Title 57 O.S. § 4.

(2) There shall be a housekeeping plan for the facility that includes a cleaning schedule with specific duties. Supervision of cleaning activities performed by inmates will be provided consistent with the facility's policy.

(3) Floors shall be kept clean, dry and free of hazardous substances.

(4) Inmates shall be provided with materials and supplies on a routine sufficient to maintain clean showers, washbasins and toilets.

(5) Smoking policies in city and county detention facilities shall conform to the requirements in Title 21 O.S. Section 1247.

(6) Upon admission or after commitment by the court, each inmate shall be issued personal hygiene items to include soap, towel, toilet paper, toothbrush and toothpaste. Feminine hygiene articles shall be provided upon request. Razors are issued to each inmate consistent with facility policy, and collected immediately after use and disposed of or stored as specified by facility policy and procedures. Inmates shall not share razors. With the exception of toilet paper and feminine hygiene items, inmates who are not indigent and have funds in their inmate account may be required to purchase hygiene items from the detention facility.

(7) Clean bedding shall be issued to each inmate who is confined overnight in the facility except where indicated by circumstances defined in the facility's policy. A standard issue of bedding shall include:

(A) A mattress with a cleanable surface; and
(B) Enough clean blankets consistent with existing interior weather conditions.

(8) Inmates held over twenty-four (24) hours shall be issued a clean set of appropriately sized detention facility clothing to include, at least, a shirt and trousers or coveralls and footwear.
(9) An inmate shall be given an opportunity to receive a complete change of clothing at least one (1) time each week.
(10) Clean bedding and towels shall be offered at least one (1) time each week.
(11) Laundry services shall be sufficient to permit regular exchange of all inmate clothing, bedding and towels.
(12) Blankets and mattresses shall be cleaned or sanitized before reissue.
(13) Issuance of all clothing and bedding shall be documented and inmates shall be held accountable for these items.
(14) The supply of bedding, linens and clothing shall exceed that required for the facility's maximum inmate rated population capacity.
(15) Under extreme circumstances it may be necessary for the
administration to authorize the removal of linens, clothing and bedding from an inmate. Such action may be taken only as a measure to protect the inmate from self-injury, to protect others or to prevent facility damages. Such actions shall be documented and reviewed at least weekly by detention facility administration or an appointed designee. A paper gown or another appropriate garment may be provided as appropriate.
(16) Sufficient showers shall be provided in housing units to provide inmates the opportunity to bathe at least three (3) times each week. Inmates working in food service shall be required to bathe daily.
(17) Haircuts shall be available to inmates based on arrangements specified in facility policy and procedures.
(18) The potable water supply shall meet all state and local water quality standards. Hot and cold water shall be provided in showers and washbasins.
(19) Any condition conducive to harboring or breeding insects, rodents or other vermin shall be eliminated immediately. Licensed pest control professionals shall be contracted to perform pest control on a scheduled basis specified in the facility policy and procedure.
(20) Liquid and solid wastes shall be collected, stored and disposed of in a manner that avoids nuisance and hazards and protects the health and safety of inmates and staff. Biomedical waste shall be stored and destroyed in compliance with state and federal requirements.
(21) The facility's fire prevention policies and procedures shall ensure the safety of staff, inmates and visitors and shall conform to the requirements of the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq. These shall include, but not be limited to an adequate fire protection service; a system of fire inspection and testing of equipment and documentation on a weekly basis; and the availability of fire hoses or extinguishers at appropriate locations throughout the facility. The facility shall have an automatic fire alarm and heat and smoke detection system approved by the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq.
(22)
The facility shall have a written evacuation plan in the event of fire or major emergency. Inmates shall be instructed on emergency procedures.
(23) There shall be a reliable means to permit prompt release of inmates from locked areas in case of emergency. The route of evacuation shall

be posted in conspicuous locations throughout the facility.
(24) Facility furnishings, walls, ceilings and floors shall be constructed of material that meets the code requirements of the Oklahoma State Fire Marshal, as provided in Title 74 O.S. § 317 et seq.
(25) Heating systems shall be capable of maintaining a temperature of at least sixty-five (65) degrees Fahrenheit. Open-faced or un-vented heaters are not permitted.
(26) Air circulation and ventilation shall be capable of maintaining a temperature of at least eighty-five (85) degrees Fahrenheit or lower. If temperature exceeds eighty-five (85) degrees Fahrenheit, positive air movement shall be provided by use of fans, coolers, or air conditioning units. New facilities or substantially remodeled facilities shall be equipped with central air conditioning or individual air conditioning units which are capable of maintaining a temperature of eighty-five (85) degrees Fahrenheit.

310:670-5-7. Food services and dietary requirements

(a) Each inmate shall be provided at least three (3) meals each twenty-four (24) hours that meet the national recommended allowance for basic nutrition. At least two (2) hot meals shall be provided daily. There shall not be more than fourteen (14) hours between the breakfast and evening meals.
(b) Special diets shall be available for inmates with a physician's or dentist's order. The order should be supported by evidence of the medical condition addressed by the diet. Special diets shall be planned and prepared by one who is skilled in preparing special diets according to a physician's or dentist's order. Inmate diets are modified when ordered by the appropriate licensed individual to meet specific requirements related to clinical conditions.
(c) If it is a requirement of an inmate's religious beliefs that the inmate adhere to dietary practices, reasonable provision shall be made for such diets from meals that are currently being served.
(d) A uniform record keeping system shall be developed to record the items served for each meal. This record shall be maintained in a manner that is retrievable for review and maintained for a minimum of one month.
(e) Food shall not be used as a reward or disciplinary action, nor shall the menu be varied for the same reason.
(f) All meals shall be served under the supervision of staff. An inmate's refusal to eat as an act of grievance shall be documented consistent with facility policy and reported to jail administration on a periodic basis as established by facility policy. A record of the grievance and its attempted resolution should conform with the grievance requirements at 310:670-5-4(g). The designated medical authority shall be advised of the refusal. The refusal to eat one meal shall not trigger the requirements in this paragraph.
(g) Any inmate assigned to food service shall be closely supervised and shall maintain a high degree of personal hygiene. Each inmate, providing food service or acting as a food employee, shall be instructed they are to inform the kitchen supervisor and shall not work in the kitchen if they are experiencing nausea, vomiting, abdominal cramps, diarrhea, an active respiratory infection, or fever, or have open sores on their hands or arms. Each inmate, providing food service or acting as a food

employee, shall wear a hairnet or hat, beard guard, and gloves while preparing and serving food.
(h) Ice machines that are available to the inmates shall be dispenser-type.
(i) Menus shall be reviewed and approved in advance by a registered dietician or a request may be made to the Department of Health for a standardized menu.

310:670-5-8. Medical care and health services

Adequate medical care shall be provided in a facility. The administrator shall develop and implement written policies and procedures for complete emergency medical and health care services. Policies and procedures shall include at least the following:

(1) The administrator shall be responsible for the facility's medical services and shall develop, with the assistance of a designated medical authority, the facility's health care plan. Security restrictions shall be considered in the development of the plan, and any medical personnel included in the plan shall have their responsibilities regulated by written job descriptions. The health care plan shall cover at least the standards outlined in this section.

(2) Intake screening shall be performed on all inmates immediately upon admission to the facility and before being placed in the general population or housing area. An inmate whose screening indicates a significant medical or psychiatric problem, or who may be a suicide risk, shall be observed frequently by the staff consistent with the facility's policy and the identified need until the appropriate medical evaluation has been completed. After medical evaluation , these inmates may be assigned to housing consistent with the medical evaluation.

(A) Medications in the possession of the inmate at the time of the booking, whether prescription or over-the-counter shall be logged, counted and secured. *Prescription medications shall be provided to the* [inmate] *as directed by a physician or designated medical authority. The* [inmate] *shall be observed to ensure the prisoner takes the medication. The physician or designated medical authority shall be particularly aware through his or her training of the impact of opiate or methadone withdrawal symptoms that may occur in regard to the mental and physical health of the* [inmate]*. The physician or medical authority shall prescribe and administer appropriate medications to the* [inmate] *pursuant to Section 5-204 of Title 43A of the Oklahoma Statutes as the medical authority deems appropriate to address those symptoms. Neither prescription nor over-the-counter medications shall be kept by* [an inmate] *in a cell with the exception of prescribed nitroglycerin tablets and prescription inhalers. Over-the-counter medications shall not be administered without a physician's approval unless using prepackaged medications* [57 O.S. § 4.1(1)]. This authorization to allow certain medications in a cell does not require a facility to allow the medications in a cell where inmate safety is threatened or abuse of the medication is documented. Prepackaged over-the-counter medications are those medications provided in single-dose packaging.

(B) Medical reception information shall be documented in a format approved by the designated medical authority which shall include inquiry into:

(i) Current illnesses and health problems including medications taken and any special health requirements;
(ii) Behavioral observation, including state of consciousness and mental status;
(iii) Notation of body deformities, trauma markings, i.e., bruises, lesions, ease of movement, and jaundice;
(iv) Condition of skin and visible body orifices, including infestations; and
(v) Disposition/referral of inmates to qualified medical personnel on an emergency basis.

(3) Delousing procedures shall be developed in coordination with the designated medical authority and used whenever vermin are detected.

(4) Inmates are informed upon admission to the facility about the procedures for gaining access to medical and health care services. These procedures shall be posted in a conspicuous place.

(5) Each facility shall have a plan and provide twenty-four (24) hour emergency medical and dental care. Emergency plans shall at least include arrangements for:

(A) The use of one (1) or more hospital emergency rooms or other appropriate health care facility;
(B) The use of an emergency medical vehicle; and
(C) An emergency on-call physician and dentist when the emergency health care facility is not located in a nearby community.

(6) If the need is indicated by the intake screening at booking, inmates held for forty-eight (48) hours or more, shall be scheduled for a medical examination which shall be conducted by licensed medical personnel.

(7) An appointment shall be made with a physician or other licensed medical personnel, as defined at Title 57 O.S. § 4.1(3), within forty-eight (48) hours of a valid written request unless more immediate action is dictated by the severity of the current situation.

(8) If medical services are delivered in the facility, adequate space, equipment, supplies and materials as determined by the designated medical authority, shall be provided for primary health care delivery.

(9) First aid kits approved by the designated medical authority shall be available in each facility. They shall be located in an area(s) also approved by the designated medical authority.

(10) Referral sources shall be identified in advance by the designated medical authority or administrator.

(11) The administration of medications, and the date, time and place of medical encounters shall be documented.

(A) The facility may maintain bulk supplies of nonprescription drugs for dispensing to inmates if ordered or otherwise authorized by a physician or other licensed medical personnel, currently licensed to practice medicine in this state. Nonprescription drugs may be dispensed to an inmate for nonscheduled dosage regimens.

(B) A facility may maintain nonprescription drugs for dispensing from a common or bulk supply if all of the following are accomplished:

(i) The facility must have and follow a written policy and procedure to assure safety in dispensing and documentation of medications given to each resident.
(ii) The facility shall maintain records which document the name

of the medication acquired, the acquisition date, the amount and the strength received for all medications maintained in bulk.

(iii) Only licensed nurses, physicians, pharmacists or certified medication aides (CMA) may dispense for administration these medications and only upon the written order for as needed (p.r.n.) or nonscheduled dosage regimens, as documented in the clinical record of the inmate.

(iv) The facility shall maintain records of all bulk medications whichare dispensed on an individual signed medication administration record (MAR).

(v) The original labels shall be maintained on the container as it comes from the manufacturer or on the unit-of-use (blister packs) package.

(vi) The maximum size of packaging shall be established by the facility in its policy and procedures and shall insure that inmates receive the correct dosage; provided however, that no liquid medications shall be acquired nor maintained in a package size which exceeds 16 fluid ounces.

(vii) Facilities may have only oral analgesics, antacids, and laxatives for bulk dispensing and/or drugs listed in a facility formulary developed or approved by the medical director.

(C) Facilities are not required to package nonprescription drugs in individual containers with individual labels.

(D) These provisions shall not prohibit authorized over the counter sales, from the commissary, of medications prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government.

(12) Copies of the medical record, or a discharge summary if any, shall accompany an inmate upon transfer to another facility.

(13) Any remaining medications, for which the inmate has been charged, shall accompany the inmate upon transfer to another facility or upon release, or those charges shall be reversed. Medications that were in the possession of the inmate on admission, and were not dispensed, and for which the inmate has a lawful prescription, shall be returned unless there is documentation of abandonment. The amount of medications provided shall be documented. The count at that time shall be logged. Continuity of care is required when transferring or discharging inmates from the facility, including when referring an inmate to community-based providers. When health care is transferred to another facility or to providers in the community, appropriate information shall be shared with the new providers in accordance with consent requirements. Sufficient medications shall be provided upon transfer or release for inmates with known serious health conditions. Sufficient medication should be coordinated with the receiving facility. The inmate is liable for payment of the cost of these medications pursuant to Oklahoma statute [Title 19 O.S. § 746(B)].

(14) Staff shall wear disposable gloves when dealing with possible exposure to an inmate's body fluids.

(15) Biomedical waste shall be stored and destroyed in compliance with state and federal requirements.

(16) Sharps, i.e., needles, lancets and scalpels shall be disposed of in a puncture-proof container.

(17) Staff shall receive a TB skin test as a part of the pre-employment

evaluation and each twelve (12) months as long as the test is negative. Individuals with positive skin tests shall be referred to the local health department or personal physician for evaluation. Employees will also be offered hepatitis B vaccination within one month of employment, at no cost to the employee.

(18) Universal precautions shall be used at all times by all employees.

(19) Medication aides are restricted in the scope of activities they may perform. Those restrictions are established in Title 63 O.S. § 1-1950.3(E).

(20) County jails, under the authority of the sheriff and Title 19 O.S. § 531(B), may *deduct monies collected from an inmate as a medical payment on account for each medical services visit the inmate receives while incarcerated in the county jail, except as otherwise provided in* Title 19 O.S. § 531(B).

(21) Inmates are responsible for the costs of incarceration, medical care and treatment as provided in Section 979a of Title 22 of the Oklahoma Statutes.

310:670-5-9. Mail and visitation

Written policies and procedures shall govern inmate correspondence and visitation. For the purposes of this section, correspondence, mail and email shall have the same meaning. Policies and procedures shall include at least the following:

(1) There shall be no limitations on the volume of mail an inmate may send or receive as long as the inmate provides postage or email access fees and the inmate conforms with correspondence policies. The facility shall provide postage or email access, one (1) time per week, for inmates who do not have funds for correspondence with their attorney, court officials, elected officials, and next of kin.

(2) The number of approved correspondents for an inmate shall be unlimited unless restrictions are imposed based on violation of the facility's correspondence policy. A facility shall allow inmates access to publications to the extent that such access is consistent with security.

(3) Prior to delivery, incoming and outgoing inmate mail may be subject to inspection for contraband items or violations of content restrictions as established in the facility's correspondence policies .

(A) Outgoing mail violating correspondence policies will be returned to the inmate with an explanation of the violation unless it is used as evidence in a court/ disciplinary hearing. The inmate may also be placed on a restricted correspondence list and/or be subject to disciplinary action.

(B) Inmate mail received which violates the facility's correspondence policies will be held for 15 days pending inmate response to a written notice of the facility’s intent to return the correspondence. With the exception of contraband in violation of state or federal law, pending the outcome of any grievance hearing, the inmate will be notified as to his/her option for disposal by either having the material returned to the sender, sending the material home at the inmate’s expense, or having the material destroyed.

(4) Incoming inmate mail from court officials, the inmate's attorney and elected public officials shall be opened and inspected for

contraband only in the presence of the inmate.
(5) Outgoing inmate mail to court officials, the inmate's attorney and elected public officials shall not be opened.
(6) Cash, checks or money orders received from incoming mail may be
accepted and credited to the inmate’s account at the discretion of the facility’s policy. Charges to inmate funds must conform to Title 19 O.S. § 531. Contraband shall be removed if it is discovered in either incoming or outgoing mail.
(7) Outgoing mail shall be collected and sent daily except Sundays and holidays. Incoming mail shall be delivered to inmates within twenty-four (24) hours of its arrival at the facility with the exception of weekends.
(8) The number of visitors an inmate may receive and the length of visits shall be limited only by facility security, visitation, space and schedules.
(9) Licensed attorneys shall be allowed additional visitation privileges and accommodations, which ensure privacy and are consistent with security.
(10) Policies and procedures shall be developed to address special visits for persons who have come long distances.
(11) Visitors shall register upon entry to the facility and may be searched as established by jail policy.
(12) Visitation by a person under age 18 may be permitted if the visitor is a member of the inmate's immediate family and if a parent or legal guardian accompanies the visitor.
(13) Licensed clergy may be allowed additional visitation privileges and accommodations which ensure privacy and are consistent with security.
(14) A court order restricting outgoing or incoming correspondence or telephone calls for an inmate shall supersede this rule.

310:670-5-10. Training and staff development
(a) **Training policies.** The administrator shall develop policies and procedures for staff orientation and training. The training program shall be supervised by a designated employee. A facility with more than one-hundred (100) employees shall employ a full-time person for staff orientation and training.
(b) **Training and testing requirements.** Policies and procedures shall include at least the following requirements for training:
(1) A new employee whose primary responsibilities include supervision of inmates shall receive orientation and training prior to job assignment by the employing agency. An employee who has received orientation and training may be assigned to inmate supervision prior to passing the Detention Officer examination.
(2) All employees, including the detention facility administrator and all supervisors, whose primary responsibilities include supervision of inmates, shall receive at least twenty-four (24) hours of training during the first year of their employment that covers at least the following:
(A) Security procedures;
(B) Supervision of inmates;
(C) Report writing and documentation;
(D) Inmate rules and regulations;

(E) Grievance and disciplinary procedures;
(F) Rights and responsibilities of inmates;
(G) Emergency procedures;
(H) First aid and cardiopulmonary resuscitation; and
(I) Requirements of this Chapter.

(3) After the first year of employment, an employee whose primary responsibilities include supervision of inmates shall receive at least the training listed below.
(A) Four (4) hours review of the required training identified in paragraph two (2) of this section.
(B) Four (4) hours of training as directed by the administrator; the content and instructors shall be selected by the administrator.
(C) Renewal training as required for first aid and cardiopulmonary resuscitation skills.

(4) A documentation log shall be maintained by the Administrator to record the courses completed by each employee for their initial and annual training and include test results.

(5) Training may be given through other programs that have first been reviewed and approved by the Department.

(6) An examination covering the standards in this Chapter is required for new employees whose primary responsibilities include supervision of inmates. The examination shall be completed within the first year of employment unless there is documented evidence an examination was not available, or other extenuating circumstances caused the delay. In the event of delayed examination, an examination will occur at the next available opportunity. A passing score on the test as administered by the Department or its representatives shall be seventy (70) percent or higher. Any person scoring less than seventy (70) percent shall not be considered to have satisfactorily completed training and may retest as necessary for a period of up to one year.

(c) **Training program approval.** An entity which desires to sponsor a training program shall file an application for approval on the forms prescribed by the Department.

(1) No training examination program shall be operated, and no students shall be solicited or enrolled, until the Department has approved the program.

(2) The application requires the following information:
(A) Name and address for the entity sponsoring the program and for the contact person for the program;
(B) The location of the administrative office of the program and the location where records are maintained;
(C) A program plan that follows the minimum curriculum for the standards in this Chapter, as prescribed by the Department including, but not limited to:
(i) the specific knowledge outcomes for the course(s);
(ii) an outline of the associated content for each knowledge outcome;
(iii) the teaching methods and any instructional media to be utilized;
(iv) a breakdown of the curriculum into clock hours of instruction.
(D) A sample training completion certificate;
(E) Education and experience requirements for training instructors.

(d) **Requirements for administration of the examination.** An entity which desires to sponsor an examination shall file an application for approval on the forms prescribed by the Department.

(1) The examination shall be administered and evaluated only by a Department approved entity which may be periodically monitored by the Department.

(2) Each examination entity must provide the Department with the following:

(A) Name and address for the entity sponsoring the examination and for the contact person for the program;

(B) The location of the administrative office of the program and the location where records are maintained;

(C) Written job analysis studies to determine the pool of test questions;

(D) Test question validation studies;

(E) Assurances of how the examination process will be secured from tampering and compromise.

(3) Each examination entity shall provide the examinee with the following:

(A) The notice showing pass/fail results;

(B) The notice shall specify the areas of failure.

(4) The Department may withdraw approval of a testing entity when it allows one or more of the following:

(A) Disclosure of the examination;

(B) Allowing another entity not approved by the Department to score the examination;

(C) Tampering with the examination;

(D) The examination was administered by a non-qualified individual.

(5) The trainee may sit for the examination at a different location than where training was completed if the testing entity is provided with a training completion certificate from the training entity.

(e) **Content of the examination.** The competency examination shall:

(1) Address each requirement specified in the minimum curriculum for the standards in this Chapter, as prescribed by the Department;

(2) Be developed from a pool of test questions, only a portion of which is used in any one (1) examination;

(3) Use a system that prevents disclosure of both the pool of test questions and the individual examination results.

(f) **Successful completion of the examination.** An individual shall score at least seventy (70) percent on the examination for a passing score.

(g) **Failure to complete the competency examination.** If an individual does not complete the competency examination successfully, the individual shall be notified by the testing entity of, at least, the following:

(1) The areas which the individual did not pass;

(2) That the individual may retest as necessary for a period of up to one year.

310:670-5-11. Physical plant

(a) **Existing facilities.**

(1) The reception and release area shall be located inside the security perimeter, but outside the inmate living area. There shall be a secure weapons storage area outside of the custody perimeter.

(2) All cells and living areas shall have at least forty (40) square feet of floor space for the initial inmate and at least twenty (20) square feet of floor space for each additional inmate occupying the same cell. Double-celling of inmates is permitted if there is at least sixty (60) square feet of floor space for two (2) persons.

(3) The facility shall have at least one (1) special purpose cell to provide for the temporary detention of inmates under the influence of alcohol or dangerous substances or for persons who are uncontrollably violent or self-destructive. These cells shall be designed to prevent injury.

(4) The housing and activity areas shall provide, at least the following:

(A) Lighting of at least twenty (20) foot candles;

(B) One (1) toilet and one (1) washbasin, with hot and cold running water, in every cell or dormitory at a ratio of at least one (1) toilet and one (1) washbasin to twenty (20) inmates; and

(C) A shower with non-skid floors and with hot and cold running water, at a ratio of at least one (1) shower to twenty (20) inmates in the housing areas.

(5) There shall be sufficient floor drains to ensure a sanitary facility.

(6) There shall be designated and marked emergency evacuation exits that comply with the requirements of the Oklahoma State Fire Marshal and which permit prompt evacuation of inmates and staff in an emergency.

(7) A county may provide a dormitory-style detention facility to accommodate up to medium-security inmates. It shall be equipped with washbasins, toilets and showers with hot and cold running water at a ratio of at least one (1) washbasin, one (1) toilet and one (1) shower to twenty (20) inmates. A dormitory-style detention facility shall meet all requirements for a detention facility.

(b) **New facilities and substantial remodeling of facilities (after January 1, 1992).** Plans for the construction of a new facility or the substantial remodeling of an existing facility shall be submitted to the Department for review and approval. Detention facilities are encouraged to submit plans to the Department for any re-modeling or repair that does not meet the substantial remodeling threshold to ensure standards are met.

(1) A new detention facility shall be geographically accessible to criminal justice and community agencies.

(2) The reception and release area shall be located inside the security perimeter but outside inmate living area. The reception and release area shall have the following components:

(A) Sally port;

(B) Secure weapons storage, outside the detention facility custody perimeter;

(C) Temporary holding rooms with adequate seating for its rated capacity, toilets and washbasins;

(D) Booking area;

(E) Medical examination room;

(F) Shower facilities;

(G) Secure area for inmate personal property storage;

(H) Telephone access;

(I) Interview room; and

(J) General administration space.

(3) Cells shall be constructed and arranged to allow direct natural light into each area where feasible.
(4) Windows installed after January 1, 2018, shall conform to ACA standards as adopted in 2017.
(5) All areas shall provide for at least twenty (20) foot candles of light.
(6) Each cell and detention room shall have at least forty (40) square feet of floor space for the initial inmate, and at least twenty (20) square feet of floor space for each additional inmate occupying the same cell. Double-celling is permitted if there is at least sixty (60) square feet of floor space for two (2) persons. Each room or cell shall have:

(A) One (1) toilet and one (1) washbasin with hot and cold running water, for every single or double occupancy cell or dormitory at a ratio of at least one (1) toilet and one (1) washbasin to twenty (20) inmates.
(B) Bunks and storage as indicated by square feet.

(7) A county may provide a dormitory-style detention facility to accommodate minimum security inmates. A dormitory-style detention facility shall be equipped with washbasins, toilets and showers with hot and cold running water at a ratio of at least one (1) washbasin, one (1) toilet and one (1) shower to twenty (20) inmates. A dormitory-style detention facility shall meet all requirements for detention facilities.
(8) There shall be a dayroom area for each living unit containing at least thirty-five (35) square feet of floor space per inmate for the maximum number of inmates who use the dayroom at one time. It shall be separate and distinct from the sleeping area but immediately adjacent and accessible.
(9) Living areas shall be planned and organized to permit segregation of inmates according to existing laws, and the facility's classification plan.
(10) Each facility shall have at least one (1) special purpose cell or room to provide for the temporary detention of persons under the influence of alcohol or dangerous substances, or for persons who are uncontrollably violent or self-destructive. Such cells shall be designed and located to prevent injury to confined persons.
(11) There shall be showers with hot and cold running water at a ratio of at least one (1) shower to twenty (20) inmates in the housing areas.
(12) There shall be floor drains maintained in working order .
(13) If the facility maintains an arsenal it shall be located outside the inmate area accessible only to authorized persons for secure storage, care and issuance of weapons, firearms, ammunition, chemical agents and other related security equipment .
(14) Space shall be provided for the secure storage of items an inmate has in his possession at the time of booking.
(15) Space shall be provided for administrative, professional and clerical staff, including conference rooms, storage room for records, public lobby and toilet facilities.
(16) There shall be designated and marked emergency exits that comply with the requirements of the Oklahoma State Fire Marshal and which permit prompt evacuation.
(17) In areas not specifically covered by these standards, new buildings

and buildings undergoing substantial remodeling shall generally meet requirements of the State Fire Marshal and the plans shall be approved by the State Fire Marshal.

(c) **Temporary tent detention facilities.** The Department must approve the establishment and design of this type of facility. The State Fire Marshal must approve it. A county may erect a tent detention facility which is temporary in nature, to meet the needs of the county for confining minimum-security inmates. A tent detention facility shall not detain juveniles and shall maintain continuous, physical and architectural separation of male and female inmates. A tent detention facility shall not be required to meet minimum requirements for a detention facility but shall provide at least the following:

(1) **Accommodations.**

(A) Basic daily living needs;

(B) Medical needs;

(C) Shelter from inclement weather;

(D) Freedom from obvious safety hazards;

(E) Fire extinguishers as recommended by the Oklahoma State Fire Marshal; and

(F) General comfort consistent with security and control of inmates.

(2) **Security.**

(A) Tents erected inside a fenced area suitable for guarding and controlling inmates; and

(B) Permit inmates to have visitors consistent with security requirements.

SUBCHAPTER 7. STANDARDS FOR DETENTION FACILITIES HOLDING JUVENILES

310:670-7-1. Standards for detention facilities holding juvenile offenders

(a) A juvenile shall be incarcerated only in a city or county detention facility authorized by the appropriate judicial or juvenile bureau authority. A juvenile shall not be detained in any holding facility or lockup facility. This requirement does not preclude juveniles being held in non-secure areas until a parent or other responsible party arrives to take custody of the juvenile.

(b) Prior to a juvenile being placed in an eligible detention facility, permission shall be obtained from the appropriate judicial or juvenile bureau authority. A record of permission shall be maintained at the facility.

(c) Sight checks of juvenile inmate living areas shall be performed at least one (1) time each hour. The check shall include all areas of each cell and the inmates shall be visually observed. Checks shall be documented in writing on a form provided by the administrator.

(d) An adult inmate who is assigned trusty status shall not be permitted sustained contact with a juvenile inmate. A staff member shall serve a juvenile inmate's meals.

(e) In addition to existing visitation privileges, juvenile inmates shall be permitted visits from authorized juvenile agency personnel. Visits from family members, who are unable to visit during normal visiting hours shall be allowed so long as arrangements for them are made in advance, with the administrator, and provided they do not jeopardize security. Each facility

that holds a juvenile shall have written policies and procedures for such visits.
(f) A juvenile inmate shall be able to communicate with staff members at all times. This can be either by voice or electronic means. If electronic systems are used, there shall be a backup plan to insure communication ability is maintained.
(g) No staff member shall be permitted to enter a juvenile inmate living area i.e., past the last locked door, without backup assistance being available from another staff member. At least one (1) staff member shall be of the same sex as the juvenile inmate except in life endangering situations. Anytime a decision is made to enter the living area without appropriate backup assistance as defined above, the action shall be documented. Documentation shall show the reason for the decision and a permanent record shall be maintained.
(h) A juvenile charged with a crime which would constitute a felony if committed by an adult, or a juvenile who is an escapee from a juvenile training school or from a Department of Human Services group home, may be detained in any detention facility authorized by the appropriate judicial or juvenile bureau authority, police station or similar law enforcement office, not approved for long-term detention, for a period of six (6) hours or less for identifying, processing or arranging for transfer to a juvenile detention facility or alternative program. In no other circumstances shall a juvenile be securely detained in an adult detention facility.

310:670-7-2. Certification of detention facilities holding juvenile offenders
(a) The Department will coordinate with the Office of Juvenile Affairs to certify detention facilities for holding juvenile offenders based on a facility's compliance with the rules in this Subchapter [10A O.S. § 2-3-103(E)].
(b) The designation of a detention facility as a place for the detention of juveniles is made from a list of eligible facilities supplied by the Department of Health. Eligible facilities are those facilities deemed by the Department as compliant with the applicable standards of this Chapter.

310:670-7-3. Recording and reporting the use of detention facilities to hold juvenile offenders
(a) Any adult jail, lockup or other adult facility shall record and report, in a manner consistent with requirements of the Office of Juvenile Affairs, the detention of any person under the age of eighteen (18) [10A O.S. § 2-3-103(F)].
(b) Records of detention for persons under the age eighteen (18) and detained in the last year shall be subject to review during the Department's annual inspection.

Photo Lineup ID.pdf

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SAND SPRINGS POLICE DEPARTMENT

Suspect Identification

Case Number	Name of Complainant /Victim/Firm/Witness	Address

Type of Offense	Location of Offense	Date

Identification Instructions:

1. View each photo individually, take time before moving on to the next photo.
2. Avoid discussing details of the incident or the identification process with other witnesses.
3. It is as important to exclude innocent persons as it is to identify a perpetrator.
4. The perpetrator may or may not be among the photos presented and you are not obligated to make an identification.
5. The perpetrator may not appear exactly as they did on the date of the incident.
6. The investigation will continue regardless of whether an identification is made by the witness.
7. In the space provided below, please provide a statement in your own words describing how certain you are of the identification or non-identification.

I _____ (Witness Name), do hereby state that on this, the _____ (Day) day of _____ (Month), _____ (Year)

I have identified photograph # _____ (Number) from Sand Springs Police case _____ (SSPD Case Number). I am a _____ (Witness or Victim) To the offense of _____ (Offense Type).

I state that I _____ (Would/Would Not) be willing to testify and aid in the prosecution of this case and my identification.

Witness Signature	Address	Phone Number	E-Mail Address

Officer Signature	Officer Print	Officer Signature	Officer Print

THIS OFFENSE IS DECLARED:

☐ **UNFOUNDED** ☐ **EXCEPTIONALLY CLEAR**

☐ **ARREST** ☐ **WARRANT ISSUED**

Officer Signature _____ Date _____

Supervisor Signature _____ Date _____

Range Hold Harmless.pdf

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HOLD HARMLESS AGREEMENT

This HOLD HARMLESS AGREEMENT (this "Agreement") is made effective on _____ (Date of agreement) by and between the City of Sand Springs Police Department (hereinafter, "SSPD"), of 602 W. Morrow Rd. Sand Springs, OK 74063 and _____ (Name of entity using facility) (hereinafter, " _____ (Entity abbreviation) ") of _____ (Physical address of entity using facility) City of Sand Springs Police Department and _____ (Name of entity using facility) are sometimes individually referred to as "party" and collectively as "parties".

WHEREAS, _____ (Entity abbreviation) Desires to use SSPD's property located at 2923 N. Willow Rd. Sand Springs, Oklahoma 74063 (the "Property") For the purposes of: Firearms training, noting that a C.L.E.E.T. certified firearms instructor, with current ranking, must be present at all training functions, and use of the firing range.
WHEREAS, in exchange for making the property available to _____ (Entity abbreviation) for such purposes, _____ (Entity abbreviation) Desires to hold harmless SSPD from any and all claims and/or litigation arising out of _____ (Entity abbreviation) 's use of the property.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, SSPD and _____ (Entity abbreviation) Hereby agree as follows:

1. **Hold Harmless** _____ (Entity abbreviation) shall fully defend, indemnify, and hold harmless SSPD from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of _____ (Entity abbreviation) , its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs or expenses, and any reimbursements to SSPD for all legal fees, expenses, and costs incurred by it.

2. **Authority to Enter Agreement**. Each party warrants that the individuals who have signed this agreement have the actual legal power, right, and authority to make this agreement and bind each respective party.

3. **Amendment; modification.** No supplement, modification, or amendment of this agreement shall be binding unless executed in writing and signed by both Parties.

4. **Waiver**. No waiver of any default shall constitute a waiver of any other default or breach whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

5. **Attorneys' fees and costs.** If any legal action or other proceeding is brought in connection with this agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which that Party is entitled. In the event that it is the subject of dispute, the court or trier of fact who presides over such legal action or proceeding is empowered to determine which Party, if any, is the prevailing party in accordance with this provision.

6. **Entire Agreement.** This agreement contains the entire agreement between the parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the parties related to such matters.

7. **Enforceability, Severability and Reformation.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Oklahoma law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under Oklahoma law.

8. **Applicable Law.** This Agreement shall be governed exclusively by the laws of Oklahoma without regard to conflict of law provisions.

9. **Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Oklahoma. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

10. Signatures. This Agreement shall be signed on behalf of the City of Sand Springs Police Department by _____ , Range Master or Assistant Range Master, and on behalf of
SSPD Representative

_____ by _____ , and effective as of the date first written above.
Name of entity using facility Entity Representative

City of Sand Springs Police Department:

By: _____ Date: _____

_____
Range Master or Assistant Range Master

Date: _____

By: _____

_____
Entity Representative

Breach of Personally Identifiable Information (PII) Report to DAC.pdf

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BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) REPORT

	INITIAL REPORT Date: *(MM/DD/YYYY)*		**UPDATED REPORT** Date: *(MM/DD/YYYY)*		**AFTER ACTION REPORT** Date: *(MM/DD/YYYY)*

1. GENERAL INFORMATION

a. DATE OF BREACH *(MM/DD/YYYY)*	b. DATE BREACH DISCOVERED *(MM/DD/YYYY)*	c. DATE REPORTED TO DAC *(MM/DD/YYYY)*	d. SUBGRANT NUMBER
e. PERSON REPORTING	f. BREACH INVOLVED *(Click to select)*	g. TYPE OF BREACH *(Click to select)*	h. CAUSE OF BREACH *(Click to select)*
i. DATE BREACH REPORTED TO DOJ		j. METHOD USED TO REPORT BREACH	

POINT OF CONTACT FOR FURTHER INFORMATION:

k. FIRST NAME	l. LAST NAME	m. TITLE	
n. E-MAIL ADDRESS		o. ELEPHONE NUMBER	

MAILING ADDRESS:

p. ADDRESS	q. CITY	
	r. STATE	s. ZIP CODE

2.a. DESCRIPTION OF BREACH *(Up to 150 words, bullet format acceptable)*. **NOTE: Do NOT include PII or Classified Information.**

2.b. ACTIONS TAKEN IN RESPONSE TO BREACH, TO INCLUDE ACTIONS TAKEN TO PREVENT RECURRENCE AND LESSONS LEARNED
(Up to 150 words, bullet format acceptable). **NOTE: Do NOT include PII or Classified Information.**

3.a. NUMBER OF INDIVIDUALS AFFECTED

(1) VICTIM(S) OF CRIME	
(2) VICTIM(S) FAMILIES	
(3) STATE EMPLOYEE(S)	
(4) CONSULTANT(S)	
(5) CONTRACTOR(S)	
(6) SUBGRANT EMPLOYEE(S)	
(7) BOAD MEMBER(S)	
(8) OTHER(S) (Specify):	

b. WERE AFFECTED INDIVIDUALS NOTIFIED? ☐ Yes ☐ No

(1) If Yes, were they notified within 10 working days? ☐ Yes ☐ No

(2) If Yes, notification date *(MM/DD/YYYY)*

(3) If Yes, number of individuals notified:

(4) If notification will not be made, explain why, or if number of individuals notified differs from total number of individuals affected, explain why:

(5) If applicable, was credit monitoring offered? ☐ Yes ☐ No

(6) If Yes, number of individuals offered credit monitoring:

4. PERSONALLY IDENTIFIABLE INFORMATION (PII) INVOLVED IN THIS BREACH *(X all types that apply)*

- ☐ (1) Names
- ☐ (2) Social Security Numbers
- ☐ (3) Dates of Birth
- ☐ (4) Protected Health Information (PHI)
- ☐ (5) Personal e-mail addresses
- ☐ (6) Personal home addresses
- ☐ (7) Passwords
- ☐ (8) Financial Information*
- ☐ (9) Other *(Specify)*:

*If Financial Information was selected, provide additional detail:

- ☐ (a) Personal financial information
- ☐ (b) Government credit card — If yes, was issuing bank notified? ☐ Yes ☐ No
- ☐ (c) Other *(Specify)*:

5. SELECT ALL THE FOLLOWING THAT APPLY TO THIS BREACH

☐ a. PAPER DOCUMENTS/RECORDS *(If selected, provide additional detail)*

- (1) Paper documents faxed
- (2) Paper documents/records mailed
- (3) Paper documents/records disposed of improperly
- (4) Unauthorized disclosure of paper documents/records
- (5) Other *(Specify)*:

☐ b. EQUIPMENT *(If selected, provide additional detail)*

- (1) Location of equipment
- (2) Equipment disposed of improperly
- (3) Equipment owner
- (4) Government equipment Data At Rest (DAR) encrypted
- (5) Government equipment password or PKI/CAC protected
- (6) Personal equipment password protected or commercially encrypted

c. IF EQUIPMENT, NUMBER OF ITEMS INVOLVED

(1) Laptop/Tablet		(4) MP3 player		(7) Flash drive/USB stick/other removable media	
(2) Cell phone		(5) Printer/Copier/Fax/Scanner		(8) External hard drive	
(3) Personal Digital Assistant		(6) Desktop computer		(9) Other	

(If Other, Specify):

☐ d. EMAIL *(If selected, provide additional detail)*

- (1) Email encrypted
- (2) Email was sent to commercial account *(i.e., .com or .net)*
- (3) Email was sent to other Federal agency
- (4) Email recipients had a need to know

☐ e. INFO DISSEMINATION *(If selected, provide additional detail)*

- (1) Information was posted to the Internet
- (2) Information was posted to an intranet *(e.g., SharePoint or Portal)*
- (3) Information was accessible to others without need-to-know on a share drive
- (4) Information was disclosed verbally
- (5) Recipients had a need to know

☐ f. OTHER *(Specify)*:

6.a. TYPE OF INQUIRY *(If applicable) (Click to select) (If Other, specify)*

b. IMPACT DETERMINATION *(for Component Privacy Official or designee use only) (X one)*

☐ Low ☐ Medium ☐ High

c. ADDITIONAL NOTES *(Up to 150 words, bullet format acceptable)* **NOTE: Do NOT include PII or Classified Information.**

INSTRUCTIONS FOR COMPLETING DAC
BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) REPORT

Select Initial, Updated, or After Action Report and enter the date.

1. GENERAL INFORMATION.

a. Date of Breach. Enter the date the breach occurred. If the specific date cannot be determined, enter an estimated date and provide further explanation in the notes section of the report.

b. Date Breach Discovered. Enter the date the breach was initially discovered by a DoD employee, military member, or DoD contractor.

c. Date reported to US-CERT. Breaches must be reported to US-CERT within 1 hour of discovery. Enter the date reported to US-CERT.

d. US-CERT Number. Enter the number assigned by US-CERT when the breach was reported.

e. Component Internal Tracking Number (if applicable). If your component uses an internal tracking number, enter the number assigned.

f. Breach Involved (click to select). Select from the drop-down list - Email, Info Dissemination, Paper Records, or Equipment.

g. Type of Breach (click to select). Select from the drop-down list - Theft, Loss, or Compromise.

h. Cause of Breach (click to select). Select from the drop-down list the predominate cause of the breach - Theft, Failure to Follow Policy, Computer Hacking, Social Engineering, Equipment Malfunction, Failure to Safeguard Government Equipment or Information, Improper Security Settings, or Other.

i. - j. Component. Select from the drop-down list. After you select your Component, enter the Office/Name in block 1.j (i.e., if "OSD/JS" is the Component selected, an example of the Office would be "TMA").

k. - s. Point of Contact for Further Information. Enter the requested information for the person to be contacted if DPCLO requires additional details regarding the breach.

2.a. DESCRIPTION OF BREACH (Up to 150 words, bullet format acceptable). Note: Do not include PII or classified information. Summarize the facts or circumstances of the theft, loss or compromise of PII as currently known, including:

- the description of the parties involved in the breach;
- the physical or electronic storage location of the data at risk;
- if steps were immediately taken to contain the breach;
- whether the breach is an isolated incident or a systemic problem;
- who conducted the investigation of the breach; and
- any other pertinent information.

b. ACTIONS TAKEN IN RESPONSE TO BREACH, TO INCLUDE ACTIONS TAKEN TO PREVENT RECURRENCE AND LESSONS LEARNED (Up to 150 words, bullet format acceptable). Note: Do not include PII or classified information. Summarize steps taken to mitigate actual or potential harm to the individuals affected and the organization. For example, training, disciplinary action, policy development or modification, information systems modifications. List any findings resulting from the investigation of the breach.

3.a. NUMBER OF INDIVIDUALS AFFECTED. For each category of individuals listed, enter the number of individuals affected by the breach. Do not include an individual in more than one category.

b. Were affected individuals notified? Check box "Yes" or "No". If the individuals affected will not receive a formal notification letter about the breach, select "No" and enter an explanation of why the Component determined notification was not necessary in 3.b.(4). If additional space is needed for this justification, continue text in 6.c., Additional Notes.
(1) If affected individuals were notified, were they notified within 10 working days? Check "Yes" or "No".
(2) If the affected individuals will be notified of the breach, provide the date the notification letters will be sent.
(3) - (4) If "Yes", list the number of individuals notified. If the number of individuals notified differs from total number of individuals affected, explain why in 3.b.(4).
(5) Was credit monitoring offered? Select "Yes" or "No".
Note: This is a risk of harm based decision to be made by the DoD Component.
(6) If "Yes", enter the number of individuals offered credit monitoring.

4. PERSONALLY IDENTIFIABLE INFORMATION (PII) INVOLVED IN THIS BREACH. Select all that apply. If Financial Information is selected, provide additional details.

5. SELECT ALL THE FOLLOWING THAT APPLY TO THIS BREACH. Check at least one box from the options given. If you need to use the "Other" option, you must specify other equipment involved.

a. Paper Documents/Records. If you choose Paper Documents/Records, answer each associated question by selecting from the drop-down options.

b. - c. Equipment. If you choose Equipment, answer the associated questions by selecting from the drop-down options. Enter a number in the empty field indicating how many pieces of each type of equipment were involved in the breach. If "Other", you will need to specify what type of equipment was involved.

d. - e. Email and Info Dissemination. If Email or Info Dissemination is selected, choose either "Yes" or "No" for all of the questions.

6.a. TYPE OF INQUIRY. Select the type of inquiry conducted as a result of the breach. If the inquiry type is "Other", please describe.

b. Impact Determination. (Component Privacy Official or designee use only.) Select one: What is the overall risk level associated with this breach? Risk is determined by considering the likelihood that the PII can be accessed by an unauthorized person and assessing the impact to the organization and individual if the PII is misused.

c. Additional Notes. This field can be used to convey additional information.

Exposure Notice.pdf

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WARNING
NOTICE OF CHEMICAL AGENT ON PROPERTY

During a police response on _____, the Sand Springs Police Department deployed a chemical agent (tear gas, pepper spray, or both) on the property located at: _____.

The Sand Springs Police Department is not responsible for cleaning up the chemical agent left on the property. Private clean up companies are available to clean the property at your expense. A list of companies is set out below.

The chemical agent generally remains in the property until it is cleaned and/or sufficiently ventilated. Anyone going close to or entering the property may experiences health effects from the chemical agent, and should consider consulting with a physician about whether they have any medical condition which may be aggravated by OC or CS.

The agent(s) marked below were used on this property. Some potential effects of each agent include but are not limited to:

_____ **Orthochlorobenzalmalononitrile (commonly known as CS)**

Irritation of nose, throat, and lungs; Difficulty breathing, tightness in chest, coughing; Profuse tearing, involuntary closure of the eyes; Nasal drip, excess salivation; Stinging sensation on exposed skin; Exposure to high concentration of CS for a relatively; Prolonged period of exposure can pose health risks.

_____ **Oleoresin Capsicum (commonly known as OC)**

Involuntary eye closure; Shortness of breath, difficulty breathing; Gagging sensation, coughing; Burning sensation on eyes, lungs, and skin; Exposed skin inflammation

Examples of local companies that perform decontamination services:

For further information, contact the Sand Springs Police Department at (918) 245-8777

Juv Release - State.pdf

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District Court of Tulsa County
State of Oklahoma
Juvenile Division
500 W. Archer
Tulsa, Oklahoma 74103
Fax 918-596-4523

PROMISE TO APPEAR – JUVENILE DELINQUENCY

Arresting Agency (Check one):

❑ Tulsa Police Dept.	❑ Glenpool Police Dept.	❑ Sperry Police Dept.
❑ Broken Arrow Police Dept.	❑ Jenks Police Dept.	❑ Oklahoma Highway Patrol
❑ Sand Springs Police Dept.	❑ Jenks Campus Police	❑ Collinsville Police Dept.
❑ Tulsa County Sheriff	❑ Skiatook Police Dept.	❑ Sapulpa Police Dept.
❑ TPS Police Dept.	❑ Bixby Police Dept.	❑ Owasso Police Dept.

Juvenile Name: _____ DOB: _____ Race: _____ Sex: _____

Address: _____ City: _____ Phone: _____

Address of parent, legal guardian, or adult relative: ❑ (Same) _____

1. **I am the juvenile listed above and I have been arrested for one or more of the following felony/ misdemeanor offenses:** _____

2. **The Police Officer is releasing me to:** _____

   Who is my: ❑ **Mother** ❑ **Legal Guardian**
   ❑ **Father** ❑ **Relative (relationship)** _____

3. **I promise to appear on the _____ day of _____, 20_____ at 9:00 a.m. at the Courthouse listed above. Court dates will be scheduled Fridays only, approximately 30 days from date of arrest.**

4. **I understand that if I do not come to court on the date and at the time indicated, the court may order that a warrant be issued for my arrest/detention.**

_____ _____
(Print Name) (Signature of Juvenile)

_____ _____
(Print Name) (Signature of Parent/Legal Guardian/Adult Relative)

_____ _____
(Print Name) (Badge #) (Signature of Police Officer)

_____
(Today's Date)

SOMS/TRACIS NO.

**ORIGINAL – Transmitted to Court *Copy to Juvenile *Copy to Parent *Copy to SOMS/TRACIS*

Release Information.pdf

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Sand Springs Police Department
Property Room

602 W. Morrow Rd. Sand Springs, OK 74063
Office: (918) 246-2500 EXT-2542
Fax: (918) 241-0179

Date:

Property Owner:

Case and Property #:

The Sand Springs Police Department currently holds property on the above listed case/property number, that either was or currently is listing you as the owner. You may claim the property by making an appointment with the property officers and bringing this letter with you to the Sand Springs Police Department Property Room, 602 W. Morrow Rd. Sand Springs, OK 74063.

Failure to respond to this notice and properly claim the property in a timely manner will result in the item(s) being disposed of in accordance with state law. (O.S. 11-1-34-104)

Property Releases are made Monday through Thursday 8:00 A.M. – 2:00 P.M. ***by appointment only****.*
Government issued identification required. (Other documents may be required as well)

DO NOT DISCARD THIS LETTER

Please contact the Sand Springs Police Department property officers, for further details and information, or to make an appointment to place a claim on property.

Sand Springs Police Department
Property Room
602 W. Morrow Rd.
Sand Springs, OK 74063
Office: (918) 246-2500 EXT. 2542
Fax: (918) 245-7952

Ride Along Form.pdf

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Sand Springs
Police Department

Ride Along
Job
Observation

602 W. Morrow Rd.
Sand Springs,
Ok 74063
(918) 245-8777

Sand Springs
OKLAHOMA

CITY OF SAND SPRINGS POLICE DEPARTMENT
RIDE-ALONG JOB/OBSERVATION REQUEST, RELEASE AND INDEMNIFICATION

WHEREAS, the City of Sand Springs, Oklahoma, (hereinafter referred to as the "City") consents and agrees to permit _____ (hereinafter referred to as "Passenger") to participate in the Sand Springs Police Department's Ride-Along/Job Observation Program, subject to the adherence of the Passenger to these and any other provisions required by and/or set out in the Rules and Regulations of the Police Department, as follows:

1. I understand and agree that I will carry no weapon(s) while participating in this program.
2. I understand and agree that I will voluntarily participate in the program and will obey the lawful directions of the officer with whom I ride, or any other representative of the Police Department.
3. I understand and agree that while the officer takes calls, I am to remain in the patrol car unless the officer allows me to accompany him/her outside of the patrol car.
4. I understand and agree that while participating in the program that there may arise circumstances wherein the officer may be required to request that I exit the patrol car for my safety or the privacy rights of other individuals.
5. I understand and agree that as a volunteer participant in the program that I am not an employee, independent contractor or agent of the City and that if injured while participating in the program that I will be afforded no insurance coverage for any injuries which may incur as a result of my participating.
6. I understand and agree that I am subject to a criminal background check prior to participating in this program.

NOW, THEREFORE, and in consideration of the premised and mutual promises, covenants and agreements set forth in this release, the City and Passenger agree that the City, its elected and appointed officials, and its employees or agents, shall not be liable or responsible, and shall be saved, held harmless, released and indemnified by the Passenger from and against any expenses associated with litigation, court costs, and attorney fees for injury or death to any person, or injury to any property received or sustained by any person or persons or property arising out of, or occasioned by, directly or indirectly, the participation of the Passenger in the Sand Springs Police Department operation, including claims and damages arising in whole or part from the negligence of the City, its elected or appointed officials agents or employees.

In executing this agreement, Passenger relies wholly upon his/her judgment, belief and knowledge of the inherent risk of participating in this program and have willingly and freely assumed the risk thereof.

_____ _____
Passenger's signature Address and Telephone # of Parent/Guardian

_____ _____
Address Date

_____ _____
City State Zip Code Parent Guardian Name if passenger is under 18 years of age

_____ _____
Telephone # Emergency Telephone # Approving Signature of parent/guardian if passenger is under 18 years of age)

This document is to be retained by the Sand Springs Police Department for one (1) year from the date of participation by passenger. A copy will be submitted to the Division Commander if approved by the Chief of Police for the Ride-Along/Job Observation.

(Over for passenger information and approval)

Revised: July 6th, 2021

Sand Springs
Police Department

Ride Along
Job
Observation

602 W. Morrow Rd.
Sand Springs,
Ok 74063
(918) 245-8777

Sand Springs
OKLAHOMA

CITY OF SAND SPRINGS POLICE DEPARTMENT
RIDE-ALONG JOB/OBSERVATION REQUEST

PASSENGER INFORMATION

Name _____ Date of Birth _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____ Telephone Number _____

Name of Emergency Contact _____ Telephone Number _____

Name of Officer Requested to Ride With _____ Ride Request Date _____

REASON FOR RIDE-ALONG

Citizen Explorer Volunteer CPA Graduate ____ City Employee

Police Officer ____ District Attorney Reserve Student Applicant

Other: _____

_____

APPROVAL

_____ _____
APPROVED BY CHIEF OF POLICE **APPROVED BY DIVISION COMM.**

_____ _____
APPROVED BY SHIFT SUPERVISOR **APPROVED BY OFFICER**

This document is to be retained by the Sand Springs Police Department for one (1) year from the date of participation by the passenger.

Revised: July 6th 2021

Sand Springs
Police Department

Ride Along Job Observation

602 W. Morrow Rd.
Sand Springs,
Ok 74063
(918) 245-8777

Sand Springs
OKLAHOMA

CITY OF SAND SPRINGS POLICE DEPARTMENT
RIDE-ALONG JOB/OBSERVATION REQUEST

To be reviewed by participating officer with passenger before Ride Along/Job Observation:

SUITABLE ATTIRE:

Any person approved to participate in a Ride Along/Job Observation is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

CONDUCT:

Any person approved to participate in a Ride Along/Job Observation is required to abide by the following instructions:

a. The participant will follow the directions of the officer they are assigned to.
b. The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.
c. Participation may be terminated at any time by the assigned officer if the participant interferes with the performance of the officer's duties.
    1. If the ride-along is in progress, the officer may return the participant to the point the ride originated.
d. Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
e. Officers will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
f. Participants who are not law enforcement officers shall not be permitted to accompany the officer into a private residence without the express consent of the resident or other authorized person.
g. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place.(The Communications Center will be advised of the situation and as soon as practicable have another officer respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.)
h. Conduct by a person participating in a Ride Along/Job Observation that violates the rules of conduct or is otherwise inappropriate will result in termination of the Ride Along/Job Observation.
i. No participant shall carry a weapon of any kind while participating in the Ride Along/Job Observation (This rule does not apply to certified law enforcement or reserve officers).

Comments and observations on following page:

Revised: July 6th 2021

Sand Springs
Police Department

Ride Along Job Observation

602 W. Morrow Rd.
Sand Springs,
Ok 74063
(918) 245-8777

Sand Springs
OKLAHOMA

CITY OF SAND SPRINGS POLICE DEPARTMENT
RIDE-ALONG JOB/OBSERVATION REQUEST

Comments/Observations:

Ride Along Date: _____

Comments/Observations: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Ride Along Date: _____

Comments/Observations: _____

_____

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_____

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_____

Revised: July 6th 2021

MP school Notification.pdf

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EMERGENCY SCHOOL NOTIFICATION
MISSING OR ABDUCTED CHILD ALERT

This notification form has two purposes:

1. In many cases, young children in elementary school fall victim to parental abduction, or other related serious victimization / kidnapping. When this occurs, many times the abductor will have to request the previous school records in order to enroll the child into a new school. By having this form in the front of the child school / attendance record, the school would be made aware of the situation and cause law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.

2. The second purpose of this form involves cases where a child runs away and returns to school, not notifying his or her parent.

Date of notification_____

This is a notice to the school administration of (School Name)_____

Name of missing / abducted child:_____

Sex_____ Race_____ Date of Birth_____

If this student is located, or if anyone calls asking for information, or requests the transfer of school records, immediate law enforcement notification is required.

Do not release any information or records until told to do so by law enforcement. Do not tell the requesting party of this notification, law enforcement will instruct you what to do. Immediately contact:

The investigator assigned the case is _____ Badge No._____

The phone number to contact the investigator is:_____

The report number on this case is _____ Date of missing / abduction _____

- In you are unable to make personal contact with the assigned investigator in this matter, immediately contact the Police Dispatch and reference this notification sheet at (918) 245-8777

- If the child is found during off-hours, or no one answers the phone number listed above, call 911 and provide the information above.

See back page for additional information / instructions

Photograph

Attached to this form may or may not be a photograph of the missing child. Additionally, take into consideration the child's age when the photograph was taken. Many times the actual school yearbook photograph may be more current.

☐ Photograph not provided by reporting party.

Date of return/location_____

victims rights.pdf

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DA Victim Witness Coordinator Information

Adair: 220 W. Division St. Ste 201, Stillwell, 74960 (918)696-7150
Alfalfa: 300 S. Grand, Cherokee, 73728 (580)256-8616
Atoka: 200 E. Court St., Atoka, 74525 (580)924-4421
Beaver: 111 W. 2nd St., Beaver, 73932 (580)338-3388
Beckham: 104 S. 3rd, Sayre, 73662 (580)928-5555
Blaine: 212 N. Weigle, Watonga, 73772 (580)623-5949
Bryan: 117 N. 3rd, Durant, 74701 (580)924-4421
Caddo: 110 S.W. 2nd, Ste 108, Anadarko, 73005 (405)247-3372
Canadian: 303 N. Choctaw, El Reno, 73036 (405)262-0177
Carter: 20 B St.SW, Ste.202, Ardmore, 73401 (580)223-9674
Cherokee: 213 W. Delaware, Tahlequah, 74464 (918)456-6173
Choctaw: 300 E. Duke, Hugo, 74743 (580)286-7611
Cimarron: Courthouse Square, Boise City, 73933 (580)338-3388
Cleveland: 201 S. Jones, Norman, 73069 (405)321-8268
Coal: 4 N. Main, Coalgate, 74538 (580)924-4421
Comanche: 315 SW 5th, Rm. 201, Lawton, 73501 (580)585-4425
Cotton: 301 N. Broadway, Walters, 73572 (580)585-4425
Craig: 210 W. Delaware, Vinita, 74301 (918)256-3320
Creek: 222 E. Dewey, Rm.302, Sapulpa, 74066 (918)224-3921
Custer: 603 B. St., Arapaho, 73620 (580)323-3232
Delaware: 327 5th St., Jay, 74346 (918)253-4217
Dewey: 202 S. Broadway, Taloga, 73667 (580)256-8616
Ellis: 100 S. Washington, Arnett, 73832 (580)832-3144
Garfield: 114 W. Broadway, Enid, 73701 (580)233-1311
Garvin: 201 W. Grant, Rm. 5, Pauls Valley, 73075 (405)238-7368
Grady: 217 N. 3rd St., Chickasha, 73018 (405)224-4770
Grant: 112 E. Guthrie, Rm. 201, Medford, 73759 (580)395-2156
Greer: 106 E. Jefferson, Mangum, 73554 (580)782-3653
Harmon: 114 W. Hollis, Hollis, 73550 (580)688-9459
Harper: 311 S.E. 1st, Buffalo, 73834 (580)338-3388
Haskell: 202 E. Main, Stigler, 74462 (918)423-1324
Hughes: 200 N. Broadway, Holdenville, 74848 (405)379-5450
Jackson: 101 N. Main, Altus, 73521 (580)482-5334
Jefferson: 220 N. Main, Rm. 201, Waurika, 73573 (580)228-2707
Johnston: 403 W. Main, Ste.202, Tishomingo, 73460 (580)223-9674
Kay: 201 S. Main, Newkirk, 74647 (580)362-2571
Kingfisher: 101 S. Main, Rm.13, Kingfisher, 73750/(405)375-3893
Kiowa: 316 S. Main, Hobart, 73651 (580)782-3653
Latimer: 109 N. Central, Wilburton, 74578 (918)465-3451
LeFlore: 100 S. Broadway, Poteau, 74953 (918)647-2245
Lincoln: 811 Manvel Ave, Ste.1, Chandler, 74834 (405)275-6800
Logan: 301 E. Harrison, Guthrie, 73044 (405)282-0655
Love: 405 W. Main, Ste. 301, Marietta, 73448 (580)223-9674
Major: 500 E. Broadway, Fairview, 73737 (580)256-8616
Marshall: Courthouse Plaza, Madill, 73446 (580)223-9674
Mayes: 1 Court Pl., Ste.250, Pryor, 74361 (918)825-2171

DA Victim Witness Coordinator Information

McClain: 121 N.2nd, Rm.212, Purcell, 73080 (405)527-6574
McCurtain: 108 N. Central, Idabel, 74745 (580)286-7611
McIntosh: 110 N. 1st, Eufaula, 74432 (918)756-0794
Murray: 10th & Wyandotte, Sulphur, 73086 (580)223-9674
Muskogee: 220 State St., Muskogee, 74401 (918)682-3374
Noble: 300 Courthouse Dr. #6, Perry, 73077 (580)336-4044
Nowata: 229 N. Maple, Nowata, 74048 (918)273-3167
Okfuskee: 3rd & Atlanta, Okemah, 74850 (918)623-1411
Oklahoma: 320 Robert S. Kerr, OKC, 73102 (405)713-1634
Okmulgee: 314 W. 7th, Okmulgee, 74447 (918)756-0794
Osage: 628 1/2 S. Kihekah, Pawhuska, 74056 (918)287-1510
Ottawa: 102 E. Central, Ste.201, Miami, 74354 (918)542-5547
Pawnee: 500 Harrison, Pawnee, 74058 (918)287-1511
Payne: 606 S. Husband, Rm. 111, Stillwater, 74074 (405)624-2182
Pittsburg: 109 E. Carl Albert , McAlester, 74501 (918)423-1324
Pontotoc: 105 W. 13th, Ada, 74821 (580)332-0341
Pottawatomie: 331 N. Broadway, Shawnee, 74801 (405)275-6800
Pushmataha: 302 SW B, Antlers, 74523 (580)286-7611
Roger Mills: 503 S. Broadway, Cheyenne, 73628 (580)832-3144
Rogers: 200 S. Lynn Riggs Blvd, Claremore, 74017 (918)923-4960
Seminole: 110 S. Wewoka, Wewoka, 74884 (405)257-3368
Sequoyah: 120 E. Chickasaw, Ste 204, Sallisaw, 74955 (918)775-9131
Stephens: 101 S.11th, Rm. 303, Duncan, 73533 (580)255-8726
Texas: 319 N. Main, Guymon, 73942 (580)338-3388
Tillman: 201 N. Main, Frederick, 73542 (580)335-2458
Tulsa: 500 S. Denver, Ste. 860, Tulsa, 74103 (918)596-4915
Wagoner: 307 E. Cherokee, Wagoner, 74467 (918)485-2119
Washington: 420 S. Johnstone, Bartlesville, 74003 (918)337-2860
Washita: 111 E. Main, Cordell, 73632 (580)832-3144
Woods: 407 Government St., Alva, 73717 (580)256-8616
Woodward: 1600 Main St., Ste.5, Woodward, 73801 (580)256-8616

FOR ADDITIONAL ASSISTANCE

CONTACT YOUR LOCAL DISTRICT ATTORNEY
OR
1-800-745-6098
okvictimscomp.com

Para revisar esta informaciòn en Español, por favor visite la pagina web okvicimscomp.com Oprima donde dice Victim Services y luego oprima Español (la sexta opciòn).

CONTACT THE OFFICE OF THE ATTORNEY GENERAL
oag.ok.gov/victim-services

Oklahoma Crime Victims Rights

INFORMATION



Oklahoma District Attorneys Council Victim Services Division
okvictimscomp.com

Oklahoma Attorney General Victim Services Unit
oag.ok.gov/victim-services

As a victim of crime, you have certain rights:

- To be informed in writing of all constitutional and statutory rights;
- To receive written notification of how to access victim rights information from the interviewing officer or investigating detective;
- Upon request, to be notified and to be present at all proceedings involving the criminal or delinquent conduct, to be heard in any proceeding involving release, plea, sentencing, disposition, parole and any proceeding during which a right of the victim is implicated;
- Upon request, to be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;
- To be treated with fairness and respect for your safety, dignity and privacy, to receive protection from harm and threats of harm arising out of cooperation with law enforcement and prosecution efforts, to be provided with information as to the level of protection available and how to access protection, and upon request, to be notified of any release or escape of an accused;
- To be informed of financial assistance and other social services available as a result of being a witness or a victim, including information on how to apply for the assistance and services;
- To be informed of the procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;
- To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;
- To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;
- To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;
- To be provided with appropriate employer intercession services to ensure that employers of the victims and witnesses will cooperate with the criminal justice process in order to minimize the loss of pay and other benefits of the employee resulting from court appearances;
- To have all family members of all homicide victims afforded all of the services under the Victim's Rights Act, whether or not the person is to be a witness to any criminal proceedings;
- To be informed that when any family member is required to be a witness by subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses and to refuse an interview or other request made by the accused or any person acting on behalf of the accused, other than a refusal to appear if subpoenaed by defense counsel;
- To be informed in any felony case involving a violent crime or sex offense of the progress of pretrial proceedings which could substantially delay the prosecution of the case;
- Upon request, to protect the personal information of the victim in law enforcement or court records, if it is determined by the court to be necessary to protect the victim from harassment or physical harm and if the information is immaterial to the defense and to protect the identity of the victim in sexual assault cases;
- To be informed of any plea bargaining negotiations, and upon request, to confer with the attorney for the state;
- To a speedy disposition of the charges free from unwarranted delay caused by or at the behest of the defendant or minor. In determining a date for any criminal trial or other important criminal or juvenile justice hearing, the court shall consider the interests of the victim of a crime to a speedy resolution of the charges under the same standards that govern the right to a speedy trial for a defendant or a minor. In ruling on any motion presented on behalf of a defendant or minor to continue a previously established trial or other important criminal or juvenile justice hearing, the court shall inquire into the circumstances requiring the delay and consider the interests of the victim of a crime to a speedy resolution of the case;
- To present a victim impact statement to the court in writing or orally during the formal sentencing proceeding, to have victim impact statements filed with the judgment and sentence, and the victim impact statements shall be considered by the Pardon and Parole Board when deciding whether to grant parole;
- To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;
- To be informed that the Oklahoma Constitution allows, upon the recommendation of the Pardon and Parole Board and the approval of the Governor, the commutation of any sentence, including a sentence of life without parole.
- Upon request, to be notified by the Pardon and Parole Board of proceedings and actions regarding pardon, parole and commutation;
- The right to assert individually, through an attorney or lawful representative, or by request, through the attorney for the state, in any trial or appellate court or before any other authority with jurisdiction over the case and have enforced all the rights enumerated and afforded to the victim by law.
- Rights afforded victims under the Oklahoma Victims Rights Act shall be protected in a manner no less vigorous than the rights afforded the accused.
- The Victims Bill of Rights became known as Marsy's Law in November 2018.

Victims of domestic abuse, sexual assault and human trafficking have special rights which shall be provided in writing by law enforcement.

Immediate family of homicide victims have special rights.

For more information on these special rights, please visit oag.ok.gov/victim-services

What type of financial assistance may be available for victims of violent crime?

Out of pocket expenses considered under the Crime Victims Compensation Program are:

- *Medical and dental care*
- *Prescriptions*
- *Counseling and rehabilitation*
- *Work loss or loss of support*
- *Caregiver work loss*
- *Crime scene clean-up*
- *Funeral and burial expenses*

oklahoma crimevictims compensation

hope begins with help

Property loss and pain and suffering are **not** covered.
No attorney is needed to file a claim.
No arrest or conviction is required.
You **must** cooperate fully with law enforcement.

Crime Victim Notification Services

Crime Victims have the right to utilize the automated notification system (VINE) to receive information on the location of the defendant following arrest, during prosecution, during a sentence to probation or confinement and when there is any release or escape from confinement.

OK VINE (criminal tracking and notification)
1-877-654-8463
www.vinelink.com

Your Local DA's Office (court case information)

Department of Corrections (custody status information)
405-425-2607

Payment Voucher.pdf

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Sand Springs Police Department
Voucher for Purchase of Information / Evidence
Street Crimes Team

Voucher Number: _____ **CI Number:** _____

Name of Claimant: _____

Address of Claimant: _____

Remarks:

CERTIFICATION OF COOPERATING INDIVIDUAL

_____ **I understand that I am not employed by the Sand Springs Police Department.**

_____ **I understand that I am not allowed to carry firearms.**

_____ **I understand that any monies that I am paid for information / assistance is taxable income to me and must be reported on my Federal Income Tax Return.**

_____ **I certify that I rendered services as stated above for which payment has not been received previously.**

_____ **I certify that I am not on <u>any</u> form of Federal Parole or Probation.**

_____ **I certify that I received payment in the amount of $ _____ for purposes as stated above.**

_____ _____ _____
SIGNATURE **DATE** **TIME**

CERTIFICATION OF INVESTIGATING OFFICER

I certify that payment of $ _____ Was made as stated above.

_____ _____ _____ _____
OFFICER NAME (PRINT) **OFFICER SIGNATURE** **DATE** **TIME**

Witnessing Officer: _____ _____ _____
OFFICER SIGNATURE **DATE** **TIME**

Approval of Drug Team Supervisor: _____ _____ _____
SUPERVISOR SIGNATURE **DATE** **TIME**

PETITION FOR EMERGENCY TEMPORARY PROTECTIVE ORDER.pdf

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PETITION FOR EMERGENCY TEMPORARY PROTECTIVE ORDER

(NOTE: This form is for use when the Court is **NOT** open for business)

District Court of _____ County,
State of Oklahoma

Case No. PO-20 _____

Court Phone Number _____

Petitioner

_____
First Middle Last
and/or on behalf of minor family members(s)

Additional Petitioner Information

Name(s) and age(s) of minor family members

_____
_____
_____

-VS-

Defendant

_____
First Middle Last

Relationship to Petitioner: _____

Defendant's Address (Street address, City, State, Zip code)

Defendant Identifiers

SEX	RACE	DOB	HT	WT
EYES	**HAIR**	**DISTINGUISHING FEATURES**		

DRIVERS LICENSE#	STATE	EXPIRES

Other:

(Clerk's File Stamp Below)

A. Action(s) of Defendant

- ☐ Domestic Violence
- ☐ Harassment
- ☐ Forcible Sodomy
- ☐ Assault and Battery with Deadly Weapon
- ☐ First Degree Murder of Immediate Family Member (Petitioner is a member of the Immediate Family)
- ☐ Stalking
- ☐ Rape
- ☐ Sex Offense

2. <u>Description of Incident(s)</u>

Describe what happened, when and where the event(s) occurred.

ATTACH ADDITIONAL PAGES IF NECESSARY

3. Relief Requested

☐ Defendant should be prohibited from attempting or having **ANY CONTACT** whatsoever with the Petitioner, either in person, through others or by telephone, mail, electronic means, or any other manner, at any time or place unless specifically authorized by the Court.

☐ Defendant should be prohibited from injuring, abusing, sexually assaulting, molesting, harassing, stalking or threatening the Petitioner, and from use, attempted use or threatened use of physical force against the Petitioner that would reasonably be expected to cause bodily injury.

☐ Defendant should be prohibited from engaging in other conduct that would place the Petitioner in reasonable fear of bodily injury to the Petitioner or the Petitioner's household members or relatives.

4. Request for Order of Protection

INSTRUCTION: If granted, the EMERGENCY TEMPORARY EX PARTE ORDER shall be effective only until the court date that is assigned by the Court during the approval of this order. You must come to the courthouse on that day if you want further Protective Order relief. If the Court does NOT grant an Emergency Temporary Ex Parte Order, you may still file a Petition when the Court opens for business.

REQUEST: The Court is not open for business, and the Petitioner requests an EMERGENCY TEMPORARY EX PARTE ORDER OF PROTECTION (22 O.S. §60.2(A)(2), §60.3(C), and §40.3). Petitioner requests the Court to authorize a law enforcement officer to complete the written statement attached to this Petition, and to impose all terms and conditions in the Emergency Temporary Ex Parte Order which are necessary to protect the Petitioner(s) from immediate and present danger.

5. WARNINGS TO PETITONER:

A. Whoever makes a statement or allegation in this Petition for Protective Order but does not believe that the statement or allegation is true, or knows that it is not true, or intends thereby to avoid or obstruct the ascertainment of the truth, may be found guilty of perjury. Pursuant to 21 O.S. §§500 and 504, the penalty for perjury, or subornation of perjury, is a felony punishable by imprisonment for not more than five (5) years.

B. If the court makes specific findings that a petition for a protective order has been filed frivolously and no victim exists, the court may assess attorney fees and court costs against the plaintiff pursuant to 22 O.S. §60.2 (C)(2).

C. It is against the law to file a petition for a protective order against a spouse or former spouse for the purposes of harassment, undue advantage, intimidation or limitation of child visitation rights in any divorce proceeding or separation action without justifiable cause. Violators may be subject to criminal penalties pursuant to 22 O.S. §60.4(H).

6. **Sworn Statement/Affirmation of Truth**

I state, under penalty of perjury under the laws of Oklahoma, that I have read the above and foregoing document, understand the meaning thereof, and declare that the facts and statements contained herein are true to the best of my knowledge and belief.

Petitioner _____ Date _____

STATEMENT OF PEACE OFFICER ATTESTING TO EMERGENCY TEMPORARY ORDER OF PROTECTION

INSTRUCTION: <u>This section should be completed when the Emergency Temporary Order is Granted</u>

Name of Attesting Officer:	
Law Enforcement Agency:	**Sand Springs Police Department**
Office Address:	**602 W. Morrow Rd. Sand Springs, Tulsa County, Ok 74063**
Telephone Number:	**(918) 245 – 8777**
Date and time of Judge's Authorization:	Approval of Order was granted on this _____ day of _____ , 20 _____ at _____
Date of Court Hearing:	_____ day of _____ , 20 _____ at _____ District Court of _____ County.

Pursuant to 22 O.S. §60.3(C) and §40.3, I hereby state and attest to the following facts:

1. The following individual, _____ (name of Petitioner), has requested an Emergency Temporary Order of Protection, and has completed the attached Petition for such Order.
2. The Court is not open for business at the time of this request.
3. I have notified Judge _____ of the District Court of _____ County of the request for an Emergency Temporary Order of Protection and I have described the circumstances to the Judge.
4. The Judge has found that there is reasonable cause to believe that the Order is necessary to protect the victim, and has verbally APPROVED the Emergency Temporary Order of Protection, with the following terms:

    a. Defendant is prohibited from attempting or having ANY CONTACT whatsoever with the Petitioner, hereinafter "protected person," either in person, through others or by telephone, mail, electronic means, or any other manner.

    b. Defendant is prohibited from injuring, abusing, sexually assaulting, molesting, harassing, stalking or threatening the protected person(s), and from use, attempted use or threatened use of physical force against the protected person(s) that would reasonably be expected to cause bodily injury.

    c. Defendant is prohibited from engaging in other conduct that would place the protected person(s) in reasonable fear of bodily injury to the protected person(s) or the protected person(s) household members or relatives.

d. Other Terms and Conditions Authorized by the Court:

5. The Judge has verbally directed me to complete and sign this statement attesting to the Order authorized by the Court.

6. This signed statement will serve as evidence of the verbal granting of the Emergency Temporary Order of Protection, and will remain in effect until the Court Date listed above.

Signature of Attesting Officer

Date

INSTRUCTION TO PETITIONER: This EMERGENCY TEMPORARY EX PARTE ORDER shall be effective until the Court Date listed above. You must come to the courthouse that day if you want further Protective Order relief.

WARNING TO DEFENDANT: A violation of this order is punishable by a fine of up to One Thousand Dollars ($1,000.00) or imprisonment for up to one (1) year in the county jail, or by both such fine and imprisonment. A violation of the order which causes injury is punishable by imprisonment for twenty (20) days to one (1) year in the county jail or a fine of up to Five Thousand Dollars ($5,000.00), or by both such fine and imprisonment. Additional offenses and penalties are provided in federal and state law, including 22 O.S. §60.6.

Oklahoma-HIPAA-Medical-Release-Form.pdf

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OKLAHOMA STANDARD AUTHORIZATION TO USE OR SHARE PROTECTED HEALTH INFORMATION (PHI)

Patient Name:_____ Medical Record #:_____

Date of Birth:_____ Social Security #:_____

I hereby authorize _____
Name of Person/Organization Disclosing PHI

to release the following information to _____
Name and Address of Person/Organization Receiving PHI

Information to be shared:

☐ Psychotherapy Notes (if checking this box, no other boxes may be checked) ☐ Entire Medical Record

☐ Billing Information for_____ ☐Mental Health Records

☐ Substance Abuse Records ☐ Medical information compiled between_____ and _____

☐ Other:_____

The information may be disclosed for the following purpose(s) only:

☐ Insurance ☐ Continued Treatment ☐ Legal ☐ At my or my representative's request

☐ Other:_____

I understand that by voluntarily signing this authorization:

- I authorize the use or disclosure of my PHI as described above for the purpose(s) listed.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing this authorization will not affect my eligibility for benefits, treatment, enrollment or payment of claims.
- My medical information may indicate that I have a communicable and/or non-communicable disease which may include, but is not limited to diseases such as hepatitis, syphilis, gonorrhea or HIV or AIDS and/or may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.
- I understand I may change this authorization at any time by writing to the person/organization disclosing my PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization's automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event:_____

_____

_____ _____
Signature of Patient or Legal Representative Date

_____ _____
Description of Legal Representative's Authority Expiration date (if longer than one year from date of signature or no event is indicated)

PawnHold.pdf

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Sand Springs
Police Department

Detective
Division

602 W. Morrow Rd.
Sand Springs, Ok
74063
(918) 245-8777

Sand Springs
OKLAHOMA

PAWN HOLD ORDER

Date: _____

Pawn shop name: _____

Address: _____

_____

_____

Pawn Ticket Number: _____

There is reason to believe that the below described property has been reported stolen. This is to notify you to hold the described property pending an investigation. This hold shall be in effect until the expiration date listed unless released by the assigned officer.

Item: _____

Model: _____

Make/Brand: _____

Serial Number: _____

Investigating officer information:

_____ _____ _____
Title Name I.D. #

Sand Springs Police Department
100 E. Broadway Sand Springs, OK 74063

Contact Phone: (918-245-2500 Ext.

Agency reporting item (s) stolen: _____

Offense report number: _____

Expiration Date: _____

Pawnbroker: _____ _____
Signature Date

property dispositions.pdf

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Sand Springs Police Department

Property Disposition Form

This form is to be completed by the case investigator

Case Number: _____ Date: _____

Property Owner Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Indicate the status of EVERY ITEM involved in the case and return this request to the Property Section within 5 days.

HOLD THE FOLLOWING ITEMS:
Reason the items are being held: ☐ **Sex Offense (50 Year hold)** ☐ **Active Case** ☐ **Warrant** ☐ **Other (List below)**
Other/Comments:

RELEASE THE FOLLOWING ITEMS:
Note: Items will only be released to their owners as listed on this form.

DISPOSE OF THE FOLLOWING ITEMS AS AUTHORIZED BY LAW:
The case investigator shall select this category when it is verified that the property is no longer needed as evidence or for investigation, and all reasonable efforts to locate the owner of the property have been met with negative results.

_____ _____ _____

Case Investigator Badge# Date

Sex Offender Address Verification.pdf

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LAW ENFORCEMENT ADDRESS VERIFICATION FORM
(Alternate Letter)

The Oklahoma Sex Offenders Registration Act, Title 57, Section 581-590 of the Oklahoma State Statutes, amended effective November 1, 1997, requires the offender do the following:

- Upon receipt of the verification letter in the mail, the offender must return the verification form in person to their local law enforcement agency within ten (10) calendar days.
- The local law enforcement agency must require the offender to produce proof of their identity and current address and then forward a signed copy of the verification letter to the ODOC, in a manner approved by the ODOC, within three (3) calendar days.
- However, in the absence of receipt of the mailed verification form, the offender must continue to comply with the reporting requirements and must report in person to the local law enforcement agency for current address verification and may complete this alternate form. The law enforcement agency may use this alternate form to confirm the offender's compliance.
- If the offender fails to properly verify their address or report as required, the local law enforcement agency and district attorney's office will be notified of the failure within forty-five (45) calendar days.

  Note: If the offender is currently delinquent on the registry, this form will serve as an address update and the offender may receive a verification letter mailed to the updated address. If the offender is not delinquent, this alternate letter will serve as a substitute.

Failure to comply with requirements of the Sex Offenders Registration Act may be punishable as a felony.

_____ _____
Offender Name (please print) DOC #

My mailing address is: My physical address is:

_____ _____

_____ _____

_____ _____

My phone number is:

_____

The information I have provided on this form is true and correct to the best of my knowledge.

_____ _____
Offender Signature Date

_____ _____
Law Enforcement Agency Witness Signature Date

State of _____

County of _____

Signed before me, the undersigned notary, on _____, 20_____.

_____ _____
Notary Signature Date

Law Enforcement Officials

If you have any questions, please contact the Violent and Sex Offender Registration Unit at or the local law enforcement agency that has jurisdiction over the offender's residence.

Violent Offender Notice.pdf

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Mary Rippy Violent Crime Offenders Notice of Duty to Register

Pursuant to Title 57, Sections 591 – 599 of the Oklahoma State Statutes

Name: _____ (Last) _____ (First) _____ (Middle) _____ (DOC #)

Offender Home Address: _____ (Street Address) (Apt. #) (City) (County) (State) (Zip)

Mailing Address (if different): _____

Offender must initial each provision:

_____ 1. I understand I have a legal duty to register as a violent offender with the Oklahoma Department of Corrections (ODOC) and with the local law enforcement (LE) agency having jurisdiction over my place of residence. Local LE is the municipal police department, county sheriff, or security department of any institution of higher learning if I am enrolled as a student (full or part-time) or residing in property owned or controlled by an institution of higher learning. I am responsible for obtaining and submitting the information required of me for the registration process.

_____ 2. I understand if I was sentenced in Oklahoma, I must register within three (3) business days of receiving a probationary sentence or release from a correctional facility. I must register in person with the local LE having jurisdiction over any residence I intend to stay at for more than seven (7) days within three (3) days of entering the jurisdiction.

_____ 3. If I am entering the state, I must register in person with the ODOC within three (3) days if I intend to be in the state for any purpose for thirty (30) days or longer, am employed (full or part-time with or without compensation) for more than fourteen (14) days or an aggregate period exceeding thirty (30) days within a calendar year or am enrolled as a student (full or part-time) within this state. I must register in person with the local LE in the area where I intend to reside or stay for more than seven (7) days, have employment (full or part-time with or without compensation) for more than fourteen (14) days or an aggregate period exceeding thirty (30) days within a calendar year, or am enrolled as a student (full or part-time) within this state. I must register within three (3) days of entering the jurisdiction.

_____ 4. I understand I must notify, in writing, the ODOC and local LE no less than three (3) business days prior to moving from the address of the previous registration. If I graduate, transfer, drop, terminate or otherwise change enrollment or employment at any school in this state, I must notify, in writing, the ODOC and local law enforcement of the change in enrollment or employment within three (3) days of the change. If I move to another state, I must give notice of the new address to ODOC within ten (10) days before I establish residency or temporarily reside in the new state. I understand if the new state requires registration for the offense I have been sentenced for I must register with the designated LE agency of the new state.

_____ 5. I understand it is unlawful for me to work with or provide services to children, or to work on school premises, or for any person or business which contracts for work to be performed on school premises.

_____ 6. I understand I must continuously register during the term of my sentence and for a period of ten (10) years after the date of the completion of the sentence. If it has been determined I am a habitual violent crime offender, I will be required to register for my lifetime. I understand I am required to verify my address with the local LE annually if I do not have habitual status, or every ninety (90) days if I have the habitual status. The address must be a physical address, not a post office box. If the physical address given cannot receive mail, a mailing address must also be provided, which may include a post office box. I will receive

Offender must initial each provision:

_____ an address verification form at my registered address and will have ten (10) days to deliver the letter to the local LE to verify this address. If I do not receive my verification letter by the tenth day of the scheduled month, I will report in person to the law enforcement agency having jurisdiction of my residence.

_____ 7. I understand I must submit to a blood or saliva test for a DNA profile within thirty (30) days of registration, unless a valid sample is verified on file with the Oklahoma State Bureau of Investigation.

_____ 8. I understand any violation of these provisions will be a felony punishable by incarceration in a correctional facility for not more than five (5) years, a fine not to exceed $5,000, or both.

_____ 9. These duties and procedures have been explained to me.

Offender Signature	Date

Witness Name Printed	Position/Title	Facility/LE Agency

Witness Signature	Date

NOTE: This page must contain the offender's and witness' signature or the form will be returned for completion.

Original: Violent Crime Offender File
Copy: Field File (Section 2)

(R 11/20)

TRANSFER_PROMOTION APPLICATION.pdf

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The City of
SAND SPRINGS, OKLAHOMA

EMPLOYEE TRANSFER/PROMOTION REQUEST

GENERAL INFORMATION

THE CITY OF SAND SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. TRANSFERS AND PROMOTIONS ARE CONSIDERED REGARDLESS OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, VETERAN STATUS, OR PHYSICAL OR MENTAL HEALTH.

THIS FORM WAS DESIGNED FOR USE BY EMPLOYEES FOR VARIOUS POSITIONS - CLERICAL, PROFESSIONAL, TECHNICAL, ADMINISTRATIVE, ETC. PLEASE ANSWER EVERY QUESTION CLEARLY AND COMPLETELY TO THE BEST OF YOUR ABILITY. FAILURE TO DO SO COULD RESULT IN DISQUALIFICATION. ALL INFORMATION WILL BE TREATED CONFIDENTIALLY.

EMPLOYEES APPLYING FOR A TRANSFER OR PROMOTION MUST MEET ALL REQUIREMENTS OF THE POSITION AND UNDERGO THE SAME SELECTION CRITERIA AS REQUIRED FOR OUTSIDE APPLICANTS.

NAME:_____ _____
(LAST) (FIRST) (MI) DATE APPLICATION MADE

PHONE NUMBER: _____ ARE YOU A SAND SPRINGS RESIDENT? ☐ YES ☐ NO

POSITION APPLYING FOR:_____

DEPARTMENT APPLYING FOR:_____ GRADE APPLYING FOR: _____

CURRENT DEPARTMENT:_____ CURRENT GRADE: _____

IS THIS REQUEST A:

☐ **PROMOTIONAL OPPORTUNITY?** (POSITION YOU ARE APPLYING FOR IS A HIGHER GRADE THAN YOU NOW HOLD)

☐ **LATERAL TRANSFER?** (POSITION YOU ARE APPLYING FOR IS SAME GRADE YOU NOW HOLD)

☐ **TRANSFER TO A LOWER GRADE?** (POSITION YOU ARE APPLYING FOR IS LOWER GRADE THAN YOU NOW HOLD)

TYPE OF DRIVER'S LICENSE: ☐ CLASS A ☐ CLASS B ☐ CLASS C ☐ CLASS D EXPIRATION DATE:_____

WERE YOU IN THE U.S. ARMED FORCES? ☐ NO ☐ YES IF YES, WHAT BRANCH?_____

DATES OF DUTY: FROM: _____ TO: _____ RANK AT SEPARATION:_____

BRIEF DESCRIPTION OF DUTIES:

WHAT IS YOUR PRESENT STATUS IN THE NATIONAL GUARD OR RESERVES? ☐ ACTIVE ☐ INACTIVE

EDUCATIONAL DATA

SCHOOL	NAME, ADDRESS, CITY, STATE	# YEARS COMPLETED	GRADE AVERAGE	DIPLOMA/TYPE MAJOR
HIGH SCHOOL				
COLLEGE				
TECHNICAL/TRADE				
OTHER				

SKILLS - INCLUDE CLERICAL, EQUIPMENT, BUSINESS MACHINES, SPECIAL EQUIPMENT, ETC.

PLEASE LIST ANY OTHER INFORMATION YOU THINK WOULD BE HELPFUL TO US IN CONSIDERING YOU FOR TRANSFER OR PROMOTION SUCH AS TECHNICAL/PROFESSIONAL LICENSES OR CERTIFICATES AND NUMBERS, ACADEMIC OR PROFESSIONAL AWARDS, ACTIVITIES, ACCOMPLISHMENTS, ETC.

EMPLOYMENT HISTORY

BEGIN WITH YOUR MOST CURRENT POSITION WITH THE CITY AND LIST ALL POSITIONS YOU HAVE HELD DURING YOUR EMPLOYMENT WITH THE CITY. THEN LIST ANY PREVIOUS EMPLOYMENT THAT YOU BELIEVE WOULD BE RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED.

DEPARTMENT	POSITION	FROM	TO	DUTIES
EMPLOYER	**JOB TITLE**	**FROM**	**TO**	**DUTIES**

PLEASE READ CAREFULLY

I, THE UNDERSIGNED, CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION ON THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT SHOULD ANY STATEMENT I HAVE MADE PROVE FALSE, MISLEADING OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION OR DISCHARGE FROM THE CITY OF SAND SPRINGS.

IN SUBMITTING THIS APPLICATION, I HEREBY AUTHORIZE, REQUEST AND DIRECT EDUCATIONAL INSTITUTIONS, MY PAST EMPLOYERS, AND OTHER PERSON, INSTITUTION, OR ORGANIZATION AND ALL GOVERNMENTAL AGENCIES AND INSTRUMENTALITIES (LOCAL, STATE, FEDERAL OR FOREIGN), WHEREVER SAID INDIVIDUALS OR ORGANIZATIONS ARE SITUATED, TO RELEASE TO THE CITY OF SAND SPRINGS ANY DOCUMENT, INFORMATION, RECORD OR FILE THAT THEY DEEM MATERIAL TO THE PROCESSING OF MY APPLICATION FOR TRANSFER OR PROMOTION. SAID INFORMATION CAN BE FURNISHED IF THE REQUEST IS MADE IN PERSON OR IN WRITING.

FURTHER, I RELEASE ALL OF SAID INDIVIDUALS AND ORGANIZATIONS FROM ALL LIABILITY TO ME THAT COULD ARISE IN ANY MANNER, CONTRACT OR OTHERWISE, FROM THE ACT OF FURNISHING SAID INFORMATION AND RECORDS TO THE CITY OF SAND SPRINGS OR ITS REPRESENTATIVE, AND THIS SERVES AS A WAIVER OF ANY CONTRACT THAT I HAVE WITH ANY OF THE SAID ORGANIZATIONS OR INDIVIDUALS, AND SERVES AS A WAIVER OF ANY AND ALL LEGAL COMMUNICATION PRIVILEGES THAT I COULD CLAIM.

I APPOINT THE CITY OF SAND SPRINGS OR ITS REPRESENTATIVE AS MY AGENT AND ATTORNEY-IN-FACT FOR THE SOLE PURPOSE OF COLLECTING INFORMATION FOR PROCESSING MY APPLICATION AND DIRECT THAT THE CITY OF SAND SPRINGS OR ITS REPRESENTATIVE BE PERMITTED TO INSPECT ALL OF SAID FILES AND INFORMATION, AND BE PERMITTED TO MAKE COPIES THEREOF AT THEIR DISCRETION. THIS REQUEST CAN BE TREATED AS IF I WERE MAKING THE REQUEST IN PERSON.

I UNDERSTAND THAT IF I AM PROMOTED OR TRANSFERRED, SUCH IS FOR AN INDEFINITE PERIOD OF TIME AND THAT THE CITY OF SAND SPRINGS CAN CHANGE WAGES, BENEFITS, AND CONDITIONS AT ANY TIME. I UNDERSTAND THAT NO MANAGEMENT OFFICIAL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING OR MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.

_____ _____

EMPLOYEE SIGNATURE DATE

Officer Complaint Form.pdf

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SAND SPRINGS POLICE DEPARTMENT
CITIZEN COMPLAINT REPORT

YOUR NAME	YOUR DATE OF BIRTH	YOUR SOCIAL SECURITY NUMBER	YOUR DRIVERS LICENSE NUMBER

YOUR ADDRESS	YOUR PHONE NUMBER
YOUR EMPLOYER	YOUR WORK PHONE

THE DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT

NAME OF PERSON YOU ARE COMPLAINING ON	
1.	3.
2.	4.

*PEOPLE WHO ACTUALLY **SAW** THE EVENT.*

NAME	ADDRESS	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

*IN YOUR OWN WORDS **PRINT** A SUMMARY OF YOUR COMPLAINT*

CONTINUE ON BACK

PLEASE READ BEFORE SIGNING

I UNDERSTAND THAT A FALSE COMPLAINT MADE WITH RECKLESS DISREGARD FOR THE TRUTH OR FALSITY OF SUCH COULD RESULT IN A CIVIL ACTION AGAINST THE COMPLAINANT BY POLICE PERSONEL.

You must sign the report before an investigation will be conducted.

X

OFFICER TAKING THE COMPLAINT	LOCATION	DATE	TIME

CONTINUED:

Diagram if necessary

PLEASE READ BEFORE SIGNING

I UNDERSTAND THAT A FALSE COMPLAINT MADE WITH RECKLESS DISREGARD FOR THE TRUTH OR FALSITY OF SUCH COULD RESULT IN A CIVIL ACTION AGAINST THE COMPLAINANT BY POLICE PERSONEL.

You must sign the report before an investigation will be conducted.

X

CI Info.pdf

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Sand Springs Police Department
Confidential Informant
Assessment Information

C. I. Information

C.I. Number
PLACE PHOTO HERE

Name: _____

Alias: _____

FBI#: _____ OSBI#: _____

SSN: _____ OLN: _____ State: _____

Address: _____

Telephone #: Home _____ Other _____

Hair: _____ Eyes: _____ Height: _____ Weight: _____

Race: _____ Sex: _____ DOB: _____ Build: _____

Scars/Tattoos: _____

Employer: _____ Address/Telephone#: _____

Military Service: _____ Dates: _____ Gang Affiliation: _____

Admits Arrests For:

Drug (s) of Choice: _____

Known: Associates: _____

Vehicle Informaton

Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

Investigator Notes:

Has C.I. provided information to another Law Enforcement Agency? _____ Date (s): _____

Agency: _____ Agent/Officer name: _____

Investigators Remarks:

Interviewing Officer Name & Badge #	Date	Time	Supervisor Signature & Badge#

AMBER activation Form.pdf

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Department Of Public Safety
Amber Alert Information To Be Sent On OLETS
1-877-OKAMBER / 1-877-652-6237
(Sample)

Agency Data

Reporting Agency:_____

Officer's Name:_____

Telephone Number:_____

Reporting Agency:_____

Case Data:

	Yes	No*
Is this believed to be a child abduction?	___	___
Was this child 17 years of age or younger or an individual under proven mental or physical disability?	___	___
Is there reason to believe the victim is in imminent danger or serious bodily injury or death?	___	___
Is there information to disseminate to the general public which could assist in the safe recovery of the victim and/or the apprehension of a suspect?	___	___

The answer of* **No *to any of these questions renders the Amber Alert non-applicable.*

Date and time of Event_____

Victim Data #1

First Name _____

Last Name _____

Race_____

Clothing Description _____

_____

Last Known Location_____

Victim Data #2

First Name

_____

Last Name

_____

Race_____

Clothing Description

_____

_____

_____

Suspect Data #1

First
Name_____
Last Name

_____

Race_____

Clothing Description

_____

_____

Suspect Data #2

First
Name_____

Last Name_____

Race_____

Clothing Description_____

_____

_____

Vehicle Data

Color_____ Year_____

Make_____

Model _____ Style_____

License Plate_____ License State_____

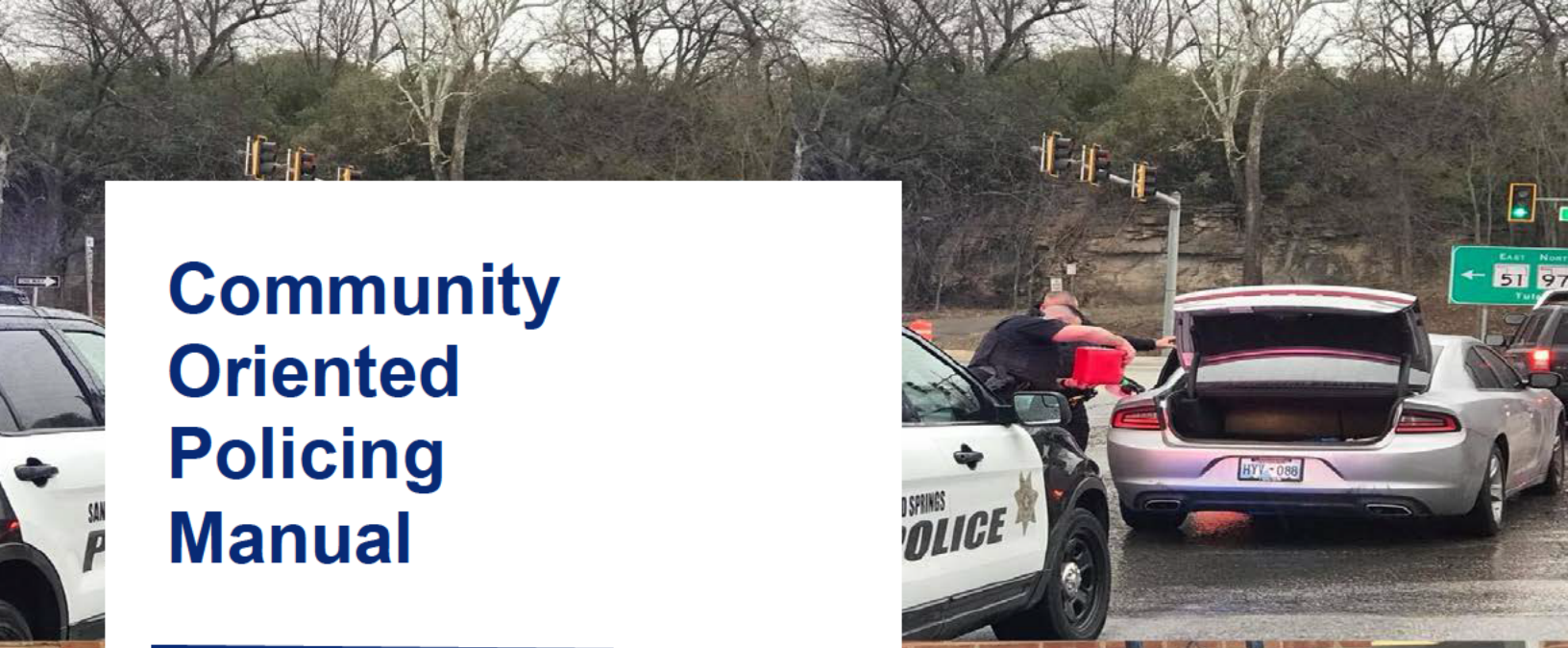
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COPmanual.pdf

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Community Oriented Policing Manual





Sand Springs
Police Department

Acknowledgements

Community Oriented Policing “COP”

The information contained in this manual is derived from guides supplied by the U.S. Department of Justice COPS program. To all of these, authors we are grateful and acknowledge their contributions.

https://cops.usdoj.gov/

Community Policing Defined
U.S. Department of Justice Community Oriented Policing Services

Legitimacy in Policing
U.S. Department of Justice Community Oriented Policing Services

Lessons to Advance Community Policing
U.S. Department of Justice Community Oriented Policing Services

Building Trust Between the Police and the Citizens They Serve
U.S. Department of Justice Community Oriented Policing Services

Community Policing Supervisor’s Perspective
U.S. Department of Justice Community Oriented Policing Services

Understanding Community Policing
Bureau of Justice Assistance

Mission

Build and maintain community trust through, government and police partnerships, to proactively address problem solving and utilize this community engagement to address the causes of crime, fear of crime and other quality of life issues.

What are Community Partnerships?

Community Partnerships: Collaborative partnerships between the Sand Springs Police Department and the individuals and organizations they serve to develop solutions to problems and increase trust in police.

Training

The relationship between the Sand Springs Police Department and the community that we serve has always been positive. In an effort to maintain this and strengthen this support the Sand Springs Police Department will stress training through courses as listed below and others that focus on community issues, and cultural awareness. With this officers can advance their community policing skills and maintain the positive relations between the Sand Springs Police Department and the community.

Body camera use by officers (See policy 425)

De-escalation

Mental Health Awareness

Crisis Intervention

Youth Engagement

Gangs

Leadership

Human Trafficking

Crime Analysis

Drug related Crime

Homeless populations

Alternatives to Incarceration

Goals and Improvements:

Citizen Use of Force Review Board:

The implementation of Citizen input on Use of Force Review Boards can help reassure the public that investigations of uses of force are thorough and fair. This garners support and develops an understanding from the public of police tactics used when confronted with use of force options.

Improving Exchanges with Citizens:

Research shows that when officers act in the ways listed below, they can not only increase citizen satisfaction with their services, but can potentially increase cooperation and compliance, even when outcomes may not be favorable to an individual (e.g., they are being arrested or a case cannot be resolved).

1. Treat parties professionally and respectfully, with restraint and empathy. This includes avoiding foul language, judgment and ridicule.
2. Respect an individual's privacy.
3. Be neutral to all parties involved.
4. Explain to individuals the reason why you stopped them and the actions you will or have taken.
5. Explain to individuals your broader crime prevention goals and the reasons for your actions.
6. Ask victims and witnesses what they would like to see happen, or ask community members for input on how to address a problem.
7. Be empathetic by imagining yourself in the individual's shoes.
8. Thank people for their time, statements, and cooperation

Community Meetings:

Research shows that when community members are able to engage with the police in a "non-official" capacity that the exchange of information and willingness to cooperate is increased by all participants.

1. Officers should attend neighborhood events (parades, celebrations, neighborhood watch meetings, etc.)
2. Host and maintain regular activities such as, "Pop with a cop", Sporting or similar activities, meet and greets, etc.

Goals and Improvements:

Addressing Citizen Calls for Service:

1. Officers should routinely access calls for service and determine which calls have not received a response, especially calls that have been holding for extended periods.
2. Follow up on specific calls for service in your area of responsibility, preferably by visiting individuals in person if the issue is not sensitive, or by calling the individual, and let them know the process and where their complaint is (referred to municipal court, detective investigation etc.).
3. Even if a complaint cannot be remedied, a follow-up visit to ask for more information or to express empathy can foster trust, confidence, and citizen satisfaction with police service.
4. Use the information provided by calls for service to assist with other problem-solving activities you are conducting, (car thefts, burglary, gang activity, etc.).
5. If possible, develop tangible approaches to dealing with a particular problem (increased patrol, deploying cameras, Referred to special unit, etc.) and when tasks are completed, report back to the individual making the complaint about what was done.
6. Supervisors should routinely access calls for service, and be a knowledge resource for the officers on those calls.

Open Data for Transparency:

Transparency, trust, and accountability can be improved by releasing appropriate law enforcement data or statistics in an open format (i.e., machine-readable, such as a .csv file) that the community can access and analyze. This will allow our community the ability to use the data in ways that may not have been previously attempted, which can provide new insight and understanding into crime, safety, and community well-being. Furthermore, open data can be used to facilitate conversation and engagement with the community, and it conveys an agency's willingness to be transparent. (NOTE: The data being released **must** be carefully reviewed to ensure compliance with local and federal laws regarding privacy, confidentiality, and other factors.)

The quickest and easiest way to start is to release data that is already published via the web, such as data in an annual report. Making this same data available in an open format will allow the public to see all of the data and analyze it according to their own interests.

Releasing calls for service and incident data in near real time via a link from the departments web page.
Prominently display links on department webpage for information about, calls for service, offender registration, warrants, current policing plan etc.

Conduct community surveys and release the gathered data on community satisfaction and engagement.

Juvenile Release City.pdf

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City of Sand Springs
Municipal Court
100 E. Broadway
Sand Springs, OK 74063

Juv. Case : _____

PROMISE TO APPEAR – JUVENILE DELIQUENCY
SAND SPRINGS POLICE DEPARTMENT

Juvenile Name: _____ DOB: _____

Address: _____ Phone #: _____

Address of parent, legal guardian, or adult relative: ☐ (Same) _____

1. **I am the juvenile listed above and I have been arrested for one or more of the following municipal / misdemeanor offenses**: _____

2. **The police officer is releasing me to:** _____
who is my: ☐ Mother ☐ Father ☐ Legal Guardian ☐ Relative (Relationship) _____

3. **I promise to appear on the day of , 20 at 5 P.M. at the Courthouse listed above.**

4. **I understand that if I do not come to court on the date and time indicated, the court may order that a warrant be issued for my arrest/detention.**

_____ (Print Juvenile's Name)

_____ (Signature of Juvenile)

_____ (Print Parent/Legal Guardian/Adult Relative name)

_____ Signature of Parent/Legal Guardian/Adult Relative)

_____ (Print Officer's Name Badge #)

_____ (Signature of Officer)

_____ (Date)

- ORIGINAL – transmitted to court
- Copy to Juvenile
- Copy to Parent/Legal Guardian/Relative

Case Number

Property Register.pdf

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Sand Springs Police Department
Property Registration Form

Date | Officer Name and Badge# | Case #

Registrants Name | Address

Telephone # | E-Mail Address

Registrants Signature

Location where registered property was found

Property Description

Make	Model	QTY	Serial	Description

Registering property will be accomplished by the following:

1. People who find bicycles or other property of a value of less than $500.00 may register it by completing the appropriate this form and holding the property for 90 days.
2. If during the 90 days the rightful owner arrives to claim the property, they must surrender the property to them.
3. Officers will have the person complete two registration forms, one for department records and one for their own records. The department copy will be returned to the station, a property receipt will be obtained, and the number noted on the registration form. The property receipt and the registration form will be turned into the property officer.
4. Registration will not be used for illegal substances or items, money, guns or jewelry. No property shall be registered if it is probable that the owner could be located.

Registrants Copy

Sand Springs Police Department
Property Registration Form

Date | Officer Name and Badge# | Case #

Registrants Name | Address

Telephone # | E-Mail Address

Registrants Signature

Location where registered property was found

Property Description

Make	Model	QTY	Serial	Description

Place property labels below this line.

Department Copy

Cases Resulting.pdf

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Sand Springs Police Department
Street Crimes Unit

Cases Resulting From Informant's Information

CI Number: _____

Date of Offense: _____ **Location of Offense:** _____

Offense Number: _____ **Warrant Number:** _____

Persons Arrested and Charges: _____

_____

_____

_____

_____

Disposition:

_____

Remarks:

_____

Evaluation of Source

☐ **Reliable** ☐ **Usually Reliable** ☐ **Fairly Reliable** ☐ **Unreliable**

Working off Charges _____ **Payment Made** _____ **Voucher** _____

Officer: _____

Date of Update: _____

Supervisor Approval: _____

Misc. Notes:

Evidence Log.pdf

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CASE NUMBER

WARRANT SERVICE / EVIDENCE LOG
STREET CRIMES UNIT

Date: _____ **Time:** _____
Location: _____
Defendant (s): _____
Property Officer: _____
Photographing Officer: _____

Item #	Evidence Recovered	Location	Search officer

Use of Force.pdf

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SAND SPRINGS POLICE DEPARTMENT
USE OF FORCE REPORT

☐ OC Spray ☐ Tactical Vehicle Intervention ☐ Less Lethal Weapons ☐ Taser

☐ Impact Weapon ☐ Physical Control (INJURY) ☐ K-9 Bite

OFFICER PREPARING	ID NUMBER	DIV

LOCATION	TIME OCCURRED	MO	DATE	YR	DAY	TIME

TPD/PID	SUSPECT NAME (LAST, FIRST, MIDDLE)	AKA	AGE	DOB	RACE	SEX

CRIMINAL CHARGES	INCIDENT NUMBER	DOCKET NUMBER

OFFICER(S) INVOLVED	ID NUM	DIV

INJURY DIAGRAM

- • IMPACT WEAPON
- ☐ K-9 BITE
- XXX LACERATION
- 000 ABRASION
- ← TASER

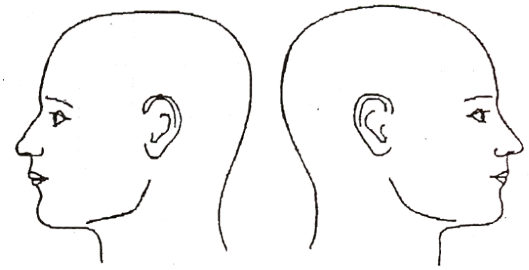
INJURY

DESCRIBE INJURY

MEDICAL TREATMENT ☐ NONE ☐ HOSPITAL

TRANSPORTED BY ☐ OFFICER: ☐ EMSA UNIT # ☐ POV

ATTENDING PHYSICIAN



LESS LETHAL WPNS

TYPE OF WEAPON

BODY AREA IMPACTED

TACTICAL VEHICLE INTERVENTION

OFFICER INITIATING	POLICE UNITS INVOLVED

POLICE UNIT DAMAGED	DAMAGE ESTIMATE

CIVILIAN PROPERTY DAMAGED	DAMAGE ESTIMATE

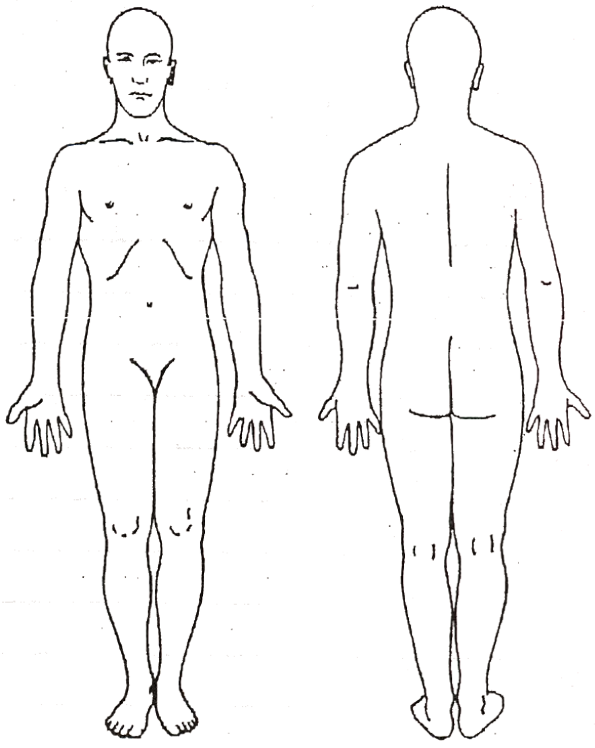
OWNER

K-9 BITE

DOG NAME ☐ ON-COMMAND ☐ DEFENSIVE

TYPE OF CALL ☐ BITE ☐ APPREHENSION (NON-BITE)

BODY AREA IMPACTED



IMPACT WPNS PHYSICAL CONTROL

TYPE OF WEAPON/HOLD	NUMBER OF STRIKES

BODY AREA IMPACTED

TYPE OF WEAPON/HOLD	NUMBER OF STRIKES

BODY AREA IMPACTED

OC SPRAY

IMMEDIATE EFFECT OF SPRAY: ☐ GAGGING ☐ RED EYES ☐ EYES SHUT ☐ COUGHING

BURNING SENSATION: ☐ EYES ☐ SKIN

TYPE OF SPRAY USED	SIDE EFFECT(S) AFTER 45 MINUTES

Narrative:

CONTINUE NARRATIVE IN UNUSED DIAGRAM SECTION IF NECESSARY.

VEHICLE CONTAINMENT DIAGRAM

FORWARD ORIGINAL DOCUMENT THROUGH THE CHAIN OF COMMAND FOR REVIEW BY:

FIELD SUPERVISOR _____ COMMENTS _____

SHIFT COMMANDER _____ COMMENTS _____

COMMENTS _____ WITHIN POLICY _____ NOT WITHIN POLICY _____

Identity Theft Passport1.pdf

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Click in the boxes to fill in your information. When your information is complete, print out the form for mailing. Then, click the Reset Form button to prevent your information from appearing when others access this form.

STATE OF OKLAHOMA
Identity Theft Passport Request
VICTIM INFORMATION SHEET

NAME: _____ _____ _____
LAST FIRST MIDDLE

HOME PHONE: ( ) _____

WORK PHONE: ( ) _____

MAILING ADDRESS: _____

E-MAIL: _____

FOR STATISTICAL PURPOSES ONLY:

DATE OF BIRTH: _____ SEX: ____ RACE: ____

DATE YOU BECAME AWARE OF THEFT: _____

CITY/COUNTY & STATE WHERE THEFT OCCURRED: _____

LOCALITY WITH WHICH YOU FILED POLICE REPORT(S): _____

NAME & PHONE NUMBER OF OFFICER WHO TOOK YOUR REPORT: _____

COPY OF POLICE REPORT ATTACHED? (Report must be filed in Oklahoma.) **YES** _____ **NO** _____

NAME OF COURT THAT ISSUED EXPUNGEMENT ORDER/DATE OF ORDER: _____

HAS THE PERSON WHO STOLE YOUR INFORMATION BEEN IDENTIFIED? YES _____ **NO** _____

IF SO, HAS THE SUSPECT BEEN ARRESTED? YES _____ **NO** _____ **DON'T KNOW** _____

IF YES, GIVE THE NAME OF THAT SUSPECT: _____

TYPE OF THEFT/INVOLVEMENT: ***Credit Card(s)*** ☐ ***SSN Misuse*** ☐ ***Driver's Lic.*** ☐ ***Passport*** ☐ ***Stolen Checks*** ☐
Mail ☐ ***ATM*** ☐ ***Income Tax Fraud*** ☐ ***Civil/Crim. Judgment*** ☐ ***Insurance Coverage*** ☐ ***Ind. Dept. Store Accts.*** ☐

GIVE BRIEF DESCRIPTION OF THE INCIDENT(S) OF YOUR ID THEFT: _____

_____

_____

_____

_____

(PLEASE CONTINUE ON BACK OF THIS FORM, IF NECESSARY.)

PLEASE READ BEFORE SIGNING: ***PLEASE KNOW THAT, IN ACCORDANCE WITH §589 OF TITLE 21, OKLAHOMA STATE STATUTES, IT SHALL BE UNLAWFUL FOR ANY PERSON TO GIVE FALSE REPORTS TO LAW ENFORCEMENT OFFICIALS. VIOLATIONS OF THIS PROVISION WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.***

BY SIGNING THIS REPORT, I ATTEST THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE, AND I ACKNOWLEDGE THAT I DID FILE AN ACCURATE AND TRUE POLICE REPORT OF THIS INCIDENT, A COPY OF WHICH IS ATTACHED.

SIGNATURE: _____ **TODAY'S DATE:** _____

RETURN THIS FORM TO:

IDENTITY THEFT PASSPORT UNIT
OKLAHOMA STATE BUREAU OF INVESTIGATION
6600 NORTH HARVEY
OKLAHOMA CITY, OK 73116

PLEASE INFORM THIS OFFICE, ***IN WRITING***, OF ANY CHANGES IN YOUR ADDRESS.

The Identity Theft Passport Unit of the OSBI can be contacted by telephone at #405/848-6724.

Sex Offender registration.pdf

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Sex Offender Registration and Notice of Duty to Register

Sex Offenders Registration Act of the Oklahoma State Statutes, Title 57 § 581-590.2 and Title 21 § 1125

Name: _____ (Last) _____ (First) _____ (Middle) _____ (DOC #)

Alias(s): _____

Offender Home Address: _____ (Street Address) (Apt. #) (City) (County) (State) (Zip)

Mailing Address (if different): _____

Day Phone Number: _____ Night Phone Number: _____

DOB: _____ (MM/DD/YYYY) DL #: _____ State: _____ FBI #: _____ OSBI #: _____

SSN: _____ Race: _____ Gender: _____ DNA: _____ Photos: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

_____
Emergency Contact Name | Street Address | Apt # | City | State | Zip | Phone

_____ (Vehicle Make) _____ (Model) _____ (Color) _____ (Tag Number)

_____ (Student ID #:) _____ (Education Institution Name and Address)

_____ (Current Employer) _____ (Address) (City) (ST) (Zip) _____ (Phone) _____ (Start Date)

_____ (Previous Employer) _____ (Address) (City) (ST) (Zip) _____ (Phone) _____ (Dates Employed)

Are you a US Citizen? ☐ Yes ☐ No Place of birth: _____

Scars, marks, and tattoos (describe in detail): _____

_____

_____

_____

Email Address (all): _____

Social Media Accounts: _____

Conviction(s) for Sex Crimes

Offense: _____ CF #: _____

_____ _____ _____
Date Convicted | Date Sentence Completed | Victim's Age

_____ _____ _____ _____
City | County | State | Name under which convicted

Offense: _____ CF #: _____

_____ _____ _____
Date Convicted | Date Sentence Completed | Victim's Age

_____ _____ _____ _____
City | County | State | Name under which convicted

Offender must initial each provision:

_____ 1. **I understand I have a legal duty to register as a sex offender with the Oklahoma Department of Corrections (ODOC) Probation and Parole office and with the law enforcement agency (LE) having jurisdiction over my place of residency, school, and/or place of employment. I understand as part of my registration, I am required to provide my sentencing documents.**

Local law enforcement agency is the municipal police department, county sheriff, or police or security department of any institution of higher learning if I am enrolled as a student (full or part-time) or residing in property owned or controlled by an institution of higher learning.

_____ 2. **I am responsible for obtaining and submitting the information required of me for registration.**

_____ 3. **Oklahoma Department of Corrections (ODOC) Probation and Parole Office Registration**

If I became subject to registration due to an Oklahoma sentence:

November 1, 1989, through October 31, 1997, I must register with ODOC within ten (10) days of sentence or release from incarceration.

November 1, 1997, through October 31, 2007, I must register with ODOC within three (3) days of sentence or release from incarceration.

After November 1, 2007, I must register with ODOC within three (3) days of sentence or three (3) days prior to release from incarceration.

If I become subject to registration due to entry into Oklahoma:

November 1, 1989, through June 30, 1995, I must register with ODOC within thirty (30) days of entry into Oklahoma.

July 1, 1995, through October 31, 1999, I must register with ODOC within thirty (30) days of entry into Oklahoma if I intend to remain in Oklahoma for more than thirty (30) days.

November 1, 1999, through October 31, 2005, I must register with ODOC within three (3) days of entry into Oklahoma if I intend to remain in Oklahoma for thirty (30) days or longer, am employed for more than fourteen (14) days or an aggregate period of thirty (30) days in a calendar year, and/or am enrolled as a full or part-time student.

November 1, 2005, through June 30, 2006, I must register with ODOC within two (2) days of entry into Oklahoma if I intend to remain in Oklahoma for five (5) days or longer, am employed for more than five (5) days, and/or am enrolled as a full or part-time student.

After July 1, 2006, I must register with ODOC within two (2) days of entry into Oklahoma if I intend to remain in Oklahoma for five (5) consecutive days or longer, calculated beginning with the first day, am employed for more

Offender must initial each provision:

than five (5) cumulative days in any 60-day period, and/or am enrolled as a full or part-time student.

_____ 4. **Local Law Enforcement (LE) Registration**

If I become subject to registration due to an Oklahoma sentence or due to entry into Oklahoma:

July 1, 1995, through October 31, 1997, I must register with LE where I reside, within seven (7) days of entering the jurisdiction if I intend to reside in Oklahoma for more than seven (7) days.

November 1, 1997, through October 31, 1999, I must register with LE where I reside, within three (3) days of entering the jurisdiction if I intend to reside in Oklahoma for more than seven (7) days.

November 1, 1999, through October 31, 2005, I must register with LE within three (3) days of entering the jurisdiction where I reside or intend to remain, am employed full or part-time, with or without compensation, for more than fourteen (14) days or an aggregate period of thirty (30) days in a calendar year, or are enrolled as a full or part-time student.

November 1, 2005, through June 30, 2006, I must register with LE within three (3) days of entering the jurisdiction where I reside or intend to remain for more than seven (7) days, am employed full or part-time, with or without compensation, and/or am enrolled as a full or part-time student.

July 1, 2006, through October 31, 2014, I must register with LE within three (3) days of entering the jurisdiction where I reside or intend to remain for more than seven (7) days, am employed for more than five (5) days full or part-time, with or without compensation, and/or am enrolled as a full or part-time student.

After November 1, 2014, I must register with LE within three (3) days of entering the jurisdiction where I reside or intend to remain for more than seven (7) consecutive days or fourteen (14) days in a sixty (60) day period or longer, calculated beginning with the first day, am employed full or part-time, with or without compensation, and/or am enrolled as a full or part-time student.

_____ 5. **Registration Period**

If I became subject to registration due to an Oklahoma sentence:

November 1, 1989, through April 25, 2004, or deferred from November 1, 1999, through April 25, 2004, my duty to register continues for ten (10) years from my original registration date, unless I have been designated as aggravated or habitual.

April 26, 2004, through October 31, 2007, my duty to register continues for ten (10) years from completion of my sentence unless I have been designated as aggravated or habitual.

After November 1, 2007, my duty to register continues for not less than fifteen (15) years if assigned as a level one offender and twenty-five (25) years if assigned as a level two offender from completion of my sentence, unless I have been designated as aggravated or habitual. Lifetime registration is required if I am a habitual, aggravated, or level three offender.

If I became subject to registration due to entry into Oklahoma:

November 1, 1989, through April 25, 2004, or deferred from November 1, 1999, through April 25, 2004, or from November 1, 2005, through April 29, 2008, my registration continues for ten (10) years from my original registration date, unless I have been designated as aggravated or habitual.

April 26, 2004, through November 1, 2005, my registration continues for ten (10) years from completion of my sentence unless I have been designated as aggravated or habitual.

After November 1, 2007, my duty to register for a conviction or deferred judgment from another jurisdiction continues for not less than fifteen (15) years if assigned as a level one offender and twenty-five (25) years if assigned as a level two offender, from completion of my sentence or the date of initial registration in Oklahoma, unless I have been designated as aggravated or habitual. Lifetime registration is required if I am a habitual, aggravated, or level three offender.

_____ 6. **If I leave Oklahoma prior to completion of my registration requirements and then return to Oklahoma, my registration requirements will be based upon the law in effect on the date of my most recent entry into Oklahoma.**

Offender must initial each provision:

_____ 7. **I will provide the local law enforcement authority where I intend to reside with a certified copy of my sentencing documents within sixty (60) days of my initial registration. If I move to a different jurisdiction in Oklahoma I will provide the local law enforcement authority of the new location where I intend to reside with a certified copy of the sentencing documents within sixty (60) days of establishing residency in the new location.**

_____ 8. **If I am sentenced in Oklahoma or enter Oklahoma and become subject to registration after November 1, 2013, my registration period will not conclude until I have fully complied with the requirements for the total period of registration. If I become delinquent during my required registration period, any delinquent time will extend my required registration period.**

_____ 9. **I understand the days I am delinquent in verifying my address with the local law enforcement authority will not count toward the completion of my registration period.**

_____ 10. **I understand to reinstate the calculation of my registration time, I must report in person to LE and update my registration information.**

_____ 11. **Change of Address in Oklahoma**

If I became subject to registration due to an Oklahoma sentence or due to entry into Oklahoma:

November 1, 1989, through June 30, 1995, I must provide written notice of the change to ODOC within ten (10) business days.

July 1, 1995, through October 31, 1997, I must provide written notice of the change to ODOC within ten (10) business days, and LE within three (3) business days.

November 1, 1997, through June 30, 2001, I must provide written notice of the change to ODOC no later than three (3) days prior moving or abandoning the address.

July 1, 2001, through October 31, 2009, I must provide written notice of the change to ODOC and LE no less than three (3) days prior moving or abandoning the address.

After November 1, 2009, I must appear in person and give notice of the change to ODOC and LE no later than three (3) days prior to moving or abandoning the address.

_____ 12. **Out of State Address Changes**

If I became subject to registration due to an Oklahoma sentence or due to entry into Oklahoma:

November 1, 1989, through October 31, 1997, I must provide written notice of the change to ODOC within ten (10) business days.

November 1, 1997, through October 31, 2009, I must provide notice of the change to ODOC and LE in the new state ten (10) days prior to the move.

After November 1, 2009, I must appear in person and provide notice to ODOC and LE in the new state ten (10) days prior to the move.

_____ 13. **Change of Employment or Enrollment in Oklahoma**

If I became subject to registration due to an Oklahoma sentence or due to entry into Oklahoma:

April 29, 2002, through October 31, 2009, I must provide written notice to ODOC and LE at least three (3) days before terminating my employment or upon graduation, transfer, drop, termination, or otherwise change my enrollment.

After November 1, 2009, I must appear in person and notify ODOC and LE at least three (3) days before

Offender must initial each provision:

terminating my employment or upon graduation, transfer, drop, termination, or otherwise change my enrollment.

_____ 14. **Employment in Another State**

November 1, 1999, through June 30, 2006, if I enter another state to participate in any type of full-time or part-time employment, with or without compensation, for more than fourteen (14) days, for an aggregate period exceeding thirty (30) days within a calendar year, then I must also register in the other state.

July 1, 2006, through October 31, 2009, if I enter another state to participate in any type of full-time or part-time employment, with or without compensation, for more than fourteen (14) cumulative days in any sixty (60) day period, or an aggregate period exceeding thirty (30) days within a calendar year, I must also register in the other state.

_____ 15. **Enrollment in Another State**

After November 1, 1999, if I enroll in any type of school in another state as a full-time or part-time student, I must also register in that state.

April 26, 2004, through October 31, 2007, if I reside in another state and I have a spouse living in Oklahoma, I must register with ODOC and LE within two (2) days after entering Oklahoma when I intend to be in Oklahoma for any purpose for five (5) days or longer, or an aggregate period of five (5) days or longer in a calendar year.

After November 1, 2007, if I reside in another state and I have a spouse living in Oklahoma, I must register with ODOC within two (2) days after entering Oklahoma when I intend to be in Oklahoma for five (5) consecutive days or longer, calculated beginning with the first day, or an aggregate period of five (5) days or longer in a calendar year. I must register with LE within two (2) days after entering Oklahoma when I intend to be in Oklahoma for two (2) consecutive days or longer, calculated beginning with the first day.

_____ 16. **Fingerprint and DNA Submission**

November 1, 1989, through October 31, 1991, I must submit fingerprints to ODOC.

November 1, 1991, through October 31, 1997, I must submit fingerprints and a blood or saliva test for a DNA profile to ODOC.

After November 1, 1997, I must submit fingerprints and a blood or saliva test for a DNA profile to ODOC within thirty (30) days of registration and pay $15 to ODOC, unless a valid sample is already on file with the Oklahoma State Bureau of Investigation.

_____ 17. **After July 1, 1998, it is unlawful for me to work with, or provide services to children or to work on school premises, or for any person or business which offers or provides services to children or which contracts for work to be performed on school premises.**

_____ 18. **After November 1, 2002, it is unlawful for any law enforcement agency to employ me as a peace officer or criminal investigator. I am prohibited from being certified by the Council on Law Enforcement Education and Training (CLEET), as a peace officer, private investigator, or security guard. If I was previously certified by CLEET, my certification will be revoked.**

_____ 19. **Zone of Safety**

May 12, 2003, through June 6, 2006, it is unlawful for me to be within three hundred (300) feet of any elementary, junior high or high school, licensed child care facilities, playground, or park if I have been convicted of lewd molestation, rape, or sodomy in this state, or any similar offense in another state, or the United States, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care facility prohibition if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care facility, and I am enrolling, delivering or retrieving such child at the school or child care facility during regular school or facility hours or for school or

Offender must initial each provision:

child care facility sanctioned extracurricular activities. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

June 7, 2006, through October 31, 2007, it is unlawful for me to be within three hundred (300) feet of any elementary, junior high or high school, licensed child care facility, playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care facility prohibition if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care facility, and I am enrolling, delivering or retrieving such child at the school or child care facility during regular school or facility hours or for school or child care facility sanctioned extracurricular activities, or I am accompanied to school or child care facility sanctioned activities by a person who is twenty-one (21) years of age or older and who has no previous felony conviction requiring sex offender registration. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

November 1, 2007, through October 31, 2008, it is unlawful for me to be within three hundred (300) feet of any elementary, junior high or high school, licensed child care facility, playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care facility prohibition if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care facility, and I am enrolling, delivering or retrieving such child at the school or child care facility during regular school or facility hours or for school or child care facility sanctioned extracurricular activities. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

November 1, 2008, through April 18, 2010, it is unlawful for me to loiter within three hundred (300) feet of any elementary, junior high or high school, licensed child care facility as defined by the Department of Human Services (DHS), a playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care facility prohibition if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care facility, and I am enrolling, delivering or retrieving such child at the school or child care facility during regular school or facility hours, or for school or child care facility sanctioned extracurricular activities. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving medical treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services. Medical treatment will not include any form of psychological, social or rehabilitative counseling services or treatment programs for sex offenders.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

April 19, 2010, through October 31, 2014, it is unlawful for me to loiter within five hundred (500) feet of any elementary, junior high or high school, permitted or licensed child care facility, a playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care center prohibition for a reasonable amount of time to complete the following tasks if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care center, and I am enrolling, delivering or retrieving such child at the school or child care center during regular school or facility hours, or for school or child care center sanctioned extracurricular activities. Prior to entering the zone of safety, I must inform school or child care center administrators of my sex offender status. I must update monthly or as often as required by the school or center administrators about specific times I will be within the zone of safety. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving medical treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services. Medical treatment will not

Offender must initial each provision:

include any form of psychological, social or rehabilitative counseling services or treatment programs for sex offenders.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

November 1, 2014, through October 31, 2015, it is unlawful for me to loiter within five hundred (500) feet of any elementary, junior high or high school, permitted or licensed child care center, playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under thirteen (13) years of age.

I am exempt from the school or licensed child care center prohibition for a reasonable amount of time to complete the following tasks if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care center, and I am enrolling, delivering or retrieving such child at the school or child care center during regular school or facility hours, or for school or child care center sanctioned extracurricular activities. Prior to entering the zone of safety, I must inform school or child care center administrators of my sex offender status. I must update monthly or as often as required by the school or center administrators about specific times I will be within the zone of safety. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving medical treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services. Medical treatment will not include any form of psychological, social or rehabilitative counseling services or treatment programs for sex offenders.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

November 1, 2015, through October 31, 2018, it is unlawful for me to loiter within five hundred (500) feet of any elementary, junior high or high school, permitted or licensed child care center as defined by DHS, playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under sixteen (16) years of age. If I am designated as a habitual or aggravated offender, I am prohibited from entering any park. A park means any outdoor public area specifically designated as being used for recreational purposes that is operated or supported in whole or in part by a homeowner's association or a city, town, county, state, federal or tribal governmental authority.

I am exempt from the school or licensed child care facility prohibition for a reasonable amount of time to complete the following tasks if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care center, and I am enrolling, delivering or retrieving such child at the school or child care center during regular school or facility hours, or for school or child care center sanctioned extracurricular activities. Prior to entering the zone of safety, I must inform school or child care center administrators of my sex offender status. I must update monthly or as often as required by the school or center administrators about specific times I will be within the zone of safety. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving medical treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services. Medical treatment will not include any form of psychological, social or rehabilitative counseling services or treatment programs for sex offenders.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

After November 1, 2018, it is unlawful for me to loiter within five hundred (500) feet of any elementary, junior high or high school, permitted or licensed child care center as defined by DHS, playground or park, if I have been convicted of a crime requiring sex offender registration, and the victim of my crime of conviction was a child under sixteen (16) years of age. If I am designated as a habitual or aggravated offender, I am prohibited from entering any park. A park means any outdoor public area specifically designated as being used for recreational purposes that is operated or supported in whole or in part by a homeowner's association or a city, town, county, state, federal or tribal governmental authority. I am prohibited from loitering within one thousand (1,000) feet of the residence of the victim of the offense that requires me to register.

I am exempt from the school or licensed child care facility prohibition for a reasonable amount of time to complete the following tasks if I am the custodial parent or legal guardian of a child enrolled as a student at the school or child care center, and I am enrolling, delivering or retrieving such child at the school or child care

Offender must initial each provision:

center during regular school or facility hours, or for school or child care center sanctioned extracurricular activities. Prior to entering the zone of safety, I must inform school or child care center administrators of my sex offender status. I must update monthly or as often as required by the school or center administrators about specific times I will be within the zone of safety. This exception will not modify or remove any restrictions by court order, conditions of probation, or any other provision of law applicable to me.

The zone of safety prohibitions do not apply to me if I am receiving medical treatment at a hospital or other facility certified or licensed by the State of Oklahoma to provide medical services. Medical treatment will not include any form of psychological, social or rehabilitative counseling services or treatment programs for sex offenders.

I am not prohibited from attending a recognized church or religious denomination for worship, provided I must notify the religious leader of my sex offender status and be granted permission in writing by the religious leader.

_____ 20. **Residency**

If I became subject to registration due to an Oklahoma sentence or due to entry into Oklahoma:

November 1, 2003, through June 31, 2006, it is unlawful for me to reside, within a two-thousand (2,000) foot radius of any public or private school site, or educational institution.

July 1, 2006, through October 31, 2007, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, playground, park, or licensed child care facility. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration.

November 1, 2007, through October 31, 2008, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, playground or park that is zoned by city, county, state, federal, or tribal government, or licensed child care center as defined by DHS. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

November 1, 2008, through October 31, 2010, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, playground or park that is established, operated, or supported, in whole or in part by city, county, state, federal, or tribal government, or licensed child care center as defined by DHS. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

Offender must initial each provision:

November 1, 2010, through October 31, 2012, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, property or campsite used by an organization whose primary purpose is working with children, playground or park that is established, operated, or supported, in whole or in part by city, county, state, federal, or tribal government, or licensed child care center as defined by DHS. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

November 1, 2012, through October 31, 2015, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, property or campsite used by an organization whose primary purpose is working with children, playground or park that is established, operated, or supported, in whole or in part by city, county, state, federal, or tribal government, or licensed child care center as defined by DHS. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

If a minor child was the victim of my offense, I am prohibited from residing with a minor child or from establishing any other living accommodation where a minor child resides, unless I am their parent, stepparent or grandparent and they are not the victim of my offense.

November 1, 2015, through October 31, 2018, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, property or campsite used by an organization whose primary purpose is working with children, playground or park that is established, operated, or supported, in whole or in part by a homeowner's association, city, town, county, state, federal, or tribal government, or licensed child care center as defined by DHS. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

If a minor child was the victim of my offense, I am prohibited from residing with a minor child or from establishing any other living accommodation where a minor child resides, unless I am their parent, stepparent or grandparent and they are not the victim of my offense.

November 1, 2018, through October 31, 2019, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, property or campsite used by an organization whose primary purpose is working with children, playground or park that is established, operated, or supported, in whole or in part by a homeowner's association, city, town, county, state, federal, or tribal government, licensed child care center as defined by DHS, or the residence of the victim of my offense. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

Offender must initial each provision:

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required to register for my required period of registration, unless the other offender is my spouse or a blood relative.

If a minor child was the victim of my offense, I am prohibited from residing with a minor child or from establishing any other living accommodation where a minor child resides, unless I am their parent, stepparent or grandparent and they are not the victim of my offense.

After November 1, 2019, it is unlawful for me to reside, either temporarily or permanently, within a two-thousand (2,000) foot radius of any public or private school site, educational institution, property or campsite used by an organization whose primary purpose is working with children, playground or park that is established, operated, or supported, in whole or in part by a homeowner's association, city, town, county, state, federal, or tribal government, licensed child care center or family child care home as defined by the Oklahoma Child Care Facilities Licensing Act, or the residence of the victim of my offense. Establishment of a daycare center or park in vicinity of my residence will not require me to relocate or sell my residence. The distance will be measured from the nearest property line of my residence to the nearest property line of the restricted property.

If I previously lived in housing established by a nonprofit organization, I am allowed to continue to reside in that housing.

I am not required to sell or otherwise dispose of any real estate or home owned or acquired prior to my conviction.

I am prohibited from residing in an individual dwelling with another sex offender who is required toregister for my required period of registration, unless the other offender is my spouse or a blood relative.

If a minor child was the victim of my offense, I am prohibited from residing with a minor child or from establishing any other living accommodation where a minor child resides, unless I am their parent, stepparent or grandparent and they are not the victim of my offense.

_____ 21. **November 1, 2017, through October 31, 2018, if I reside with a minor child as the parent, stepparent or grandparent of the minor child, I must contact the Department of Human Services (DHS) statewide centralized hotline at 1-800-522-3511 and report the name and date of birth of any and all minor children residing in the same household and the offenses for which I am required to register within three (3) days of intent to reside with a minor child.**

_____ 22. **After November 1, 2019, if I reside with any minor child, I must contact DHS's statewide centralized hotline at 1-800-522-3511 and report the name and date of birth of any and all minor children residing in the same household and the offenses for which I am required to register within three (3) days of intent to reside with a minor child.**

Please list ALL occupants living in the same household:

NAME	DOB	AGE	GENDER	RELATION

Offender must initial each provision:

DHS Referral Number: _____

_____ 23. My residence is located on tribal land. ☐ Yes ☐ No

_____ 24. **Verification Requirements:**

On an annual basis, if my number risk level is one, or I have no level assignment and I am not designated as aggravated or habitual;

On a semiannual basis, if my numeric risk level is two;

Every 90 days if I have been designated habitual or aggravated, or if my numeric risk level is three; and

Upon any change of address, school enrollment, or employment.

_____ 25. **ODOC will mail a verification letter to my last reported address based upon my registration requirements. Within ten (10) days of receipt of the verification letter, I must return the letter to LE in person. In the absence of receipt of the verification letter, I must report in person to LE according to my registration requirements to complete a Law Enforcement Alternate Verification Form. Upon submission of the form, ODOC may send a new verification letter, which will require me to return to LE within ten (10) days. Verification letters are mailed based on the original registration month.**

_____ 26. **I am required to provide a physical address. If my physical address cannot receive mail, a mailing address must also be provided, which may include a post office box.**

_____ 27. **If I am a transient, I will report in person to the nearest local law enforcement authority every seven (7) days and provide to the local law enforcement authority the approximate location of where I am staying and where I plan to stay.**

_____ 28. **Identification Card and/or Driver's License**

After July 1, 2006, if I make application for a new identification card or driver's license, or make application to renew an identification card or driver's license, the identification card or driver's license will be valid for a period of one (1) year from the month of issuance. The cost for such identification card or driver's license will be the same as for other identification cards or driver's licenses and renewals.

After November 1, 2007, If I am designated as a habitual or aggravated offender and I make application for a new or renewal driver's license or identification card, I will be issued a driver's license or identification card bearing the words "Sex Offender."

If I receive notice from the Department of Public Safety (DPS), I understand that I will be required to surrender my current license or identification card within one hundred and eighty days (180) days. Upon surrendering the license or identification card, I may make application with DPS for a replacement license or card bearing the words "Sex Offender."

_____ 29. **International Travel**

After February 6, 2016, Title I of the Adam Walsh Child Protection and Safety Act of 2006, the Sex Offender Registration and Notification Act (SORNA), as augmented by the National Guidelines for Sex Offender Registration and Notification (June 2008) and the Supplemental Guidelines for Sex Offender Registration and Notification (January 2011), requires I inform ODOC and LE of any intended travel outside of the United States at least twenty-one (21) days prior to that travel. I must notify ODOC and LE of my dates and places of departure, arrival and return, means of travel, itinerary details including the name of the airport/train station/port, the flight/train/ship number, information about any intermediate stops, and the purpose of the travel.

_____ 30. **I understand the U.S. Marshals Service will be informed of my travel details.**

Offender must initial each provision:

_____ 31. **I must also contact the consulate or embassy for the countries I will visit regarding local immigration laws that pertain to my ability to enter the country.**

_____ 32. **A Sex Offender Registration and Notice of Duty to Register form should be completed upon initial registration, change of address to a new jurisdiction, and at least annually.**

_____ 33. **I understand my photograph is required with completion of this form unless the picture on the Oklahoma Sex Offender Registry has been verified as less than one year old.**

_____ 34. **These duties and procedures have been fully explained to me.**

Offender Signature	Date

Witness Name Printed	Position/Title	Facility/LE Agency

Witness Signature	Date

NOTE: This page must contain the offender's and witness' signature or the form will be returned for completion.

Original: Sex Offender Registration File
Copy: Field File (Section 2)

(R 11/20)

Monadnock.JPG

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TMD Request Form.pdf

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Temporary Modified Duty Assignment Request Form

Requesting Employee:

Name: _____ Badge # _____ Current Shift Assignment _____

Reason for Light Duty Request:

☐ On Duty Injury ☐ Off-Duty Injury ☐ Pregnancy
☐ Dept. Directed Assignment ☐ Other: _____

Medical Evaluation Section

INITIAL CARE PROVIDER: If Light Duty request is related to injury or illness a certificate/letter of work limitations is required from the Doctor or Medical Facility making the initial evaluation and recommendation for work restrictions. REQUIRED DOCUMENTATION: [ATTACH A COPY OF THE INITIAL CARE PROVIDERS WORK RESTRICTIONS CERTIFICATE]

Doctor Name _____ Phone Number _____

Date of Next Medical visit _____ Projected Return to Full Duty Date _____

FOLLOW-UP CARE PROVIDER: The follow-up care provider may or may not be the same as the Initial Care Provider listed above. If different, provide the following information:

Doctor Name _____ Phone Number _____

Date of Next Medical visit _____ Projected Return to Full Duty Date _____

Assignment and Supervision

☐ Station Report ☐ CID ☐ Support ☐ Property/Evidence ☐ Other: _____

Start Date _____ Return to Full Duty Date _____ Temporary Light Duty Supervisor _____

Approval and Acknowledgement

Supervisor _____ Signature _____ Date _____

Temporary Light Duty Supervisor _____ Signature _____ Date _____

Division Commander _____ Signature _____ Date _____

Chief of Police _____ Signature _____ Date _____

Fair and Objective Policing Strategy.pdf

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2021



Sand Springs Police Department

Fair and Objective Policing Annual Report

Prepaired by: Lt. Jody Fogleman

Strategy

Fair and Objective Policing

Policy 401

This policy provides guidance to department members that affirms the Sand Springs Police Department's commitment to policing that is fair and objective. This fair and objective policing enhances Sand Springs Police Departments enforcement efforts and promotes trust within our community.

Commitment

The Sand Springs Police Department recognizes the moral and constitutional imperative of fair and objective policing environment. The Sand Springs Police Department is committed promoting fair and objective policing.

Recruitment and Hiring

Springs Police Department recognizes the value of, and has geared our efforts toward, soliciting applications from individuals who reflect the diversity of our community. Our department members reflect the community that they serve. This helps in building trust and understanding as well as strengthening our connection and communication ability with the community.

Training

Subject to available resources, members receive training related to this policy, including training on topics such as:

a. Effective social interaction and communication skills.
b. Cultural, racial and ethnic diversity and relations.
c. Building community partnerships.
d. Community policing and problem-solving principles.
e. Enforcement actions and their effects on community relations.
f. De-escalation
g. Crisis Intervention
h. Mental Health Awareness
i. Youth Engagement
j. Leadership
k. Alternatives to Incarceration

Strategy

Fair and Objective Policing

Body Worn Cameras

The Sand Springs Police Department utilizes body worn-cameras, which enhances our officers' accountability and our ability to fairly and objectively review complaints, and compliments brought to us by the community.

Community Outreach

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

a. Provide a public forum for gathering information about public safety concerns in the community.
b. Work with the Department to develop strategies to solve public safety problems.
c. Generate plans for improving the relationship between the Department and the community.
d. Participate in community outreach to solicit input from community members, including youth from the community.

The Training Supervisor should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities. The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

Community Meetings:

when community members are able to engage with the police in a "non-official" capacity that the exchange of information and willingness to cooperate is increased by all participants.

1. Officers should attend neighborhood events (parades, celebrations, neighborhoodwatch meetings, etc.)
2. Host and maintain regular activities such as, "Pop with a cop", Sporting or similaractivities, meet and greets, etc.

Strategy

Fair and Objective Policing

Community Outreach

Citizen Use of Force Review Board:

The implementation of Citizen input on Use of Force Review Boards can help reassure the public that investigations of uses of force are thorough and fair. This garners support and develops an understanding from the public of police tactics used when confronted with use of force options.

Improving Exchanges with Citizens:

When officers act in the ways listed below, they can not only increase citizen satisfaction with their services, but can potentially increase cooperation and compliance, even when outcomes may not be favorable to an individual (e.g., they are being arrested or a case cannot be resolved).

1. Treat parties professionally and respectfully, with restraint and empathy. Thisincludes avoiding foul language, judgment and ridicule.
2. Respect an individual's privacy.
3. Be neutral to all parties involved.
4. Explain to individuals the reason why you stopped them and the actions you will or have taken.
5. Explain to individuals your broader crime prevention goals and the reasons for your actions.
6. Ask victims and witnesses what they would like to see happen, or ask community members for input on how to address a problem.
7. Be empathetic by imagining yourself in the individual's shoes.
8. Thank people for their time, statements, and cooperation

Verified Complaints and Violations

In the reporting year there has been no verified complaints or violations of Policy 401 or the Sand Springs Police Departments commitment to fair and objective policing.

Warning Sign.JPG

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WARNING
SECURITY
CAMERAS
IN USE

lethality assessment form.pdf

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TRACIS

TULSA REGIONAL AUTOMATED CRIMINAL INFORMATION SYSTEM
STANDARDIZED REPORTING FORMAT TUL-4779

SAND SPRINGS POLICE DEPARTMENT

Domestic Violence Supplemental

COMPLAINT NUMBER

☐ VICTIM'S RIGHTS CARD ISSUED

RELATIONSHIP	☐ HISTORY OF VIOLENCE ☐ VICTIM CALLED POLICE BEFORE Choose an item.	SUSPECT ACTIONS	N/A N/A N/A N/A N/A	SUSPECT THREATS	N/A N/A N/A N/A N/A
WEAPON	NONE NONE NONE	N/A N/A N/A	OTHER EXPLAIN:		
VICTIM CONDITION	N/A N/A N/A N/A N/A		SUSPECT CONDITION	N/A N/A N/A N/A N/A	
MEDICAL ATTENTION	N/A N/A N/A N/A	PARAMEDICS AT SCENE	UNIT UNIT UNIT UNIT	HOSPITAL	N/A HOSPITAL PHYSICIAN

DOMESTIC VIOLENCE LETHALITY SCREEN FOR FIRST RESPONDERS

A "YES" RESPONSE TO ANY QUESTION #1-3 AUTOMATICALLY TRIGGERS THE PROTOCOL REFERRAL.

1. HAS THE SUSPECT EVER USED A WEAPON AGAINST THE VICTIM OR THREATENED THE VICTIM WITH A WEAPON?	NOT ANSWERED
2. HAS THE SUSPECT THREATENED TO KILL THE VICTIM OR CHILDREN OF THE VICTIM?	NOT ANSWERED
3. DOES THE VICTIM THINK THE SUSPECT WILL TRY TO KILL THEM?	NOT ANSWERED

NEGATIVE RESPONSES TO QUESTIONS #1-3 BUT POSITIVE RESPONSES TO AT LEAST FOUR OF QUESTIONS #4-11 TRIGGER THE PROTOCOL REFERRAL

4. HAS THE SUSPECT EVER TRIED TO CHOKE THE VICTIM?	NOT ANSWERED
5. IS THE SUSPECT VIOLENTLY OR CONSTANTLY JEALOUS OR DOES THE SUSPECT CONTROL MOST OF THE ACTIVITIES OF THE VICTIM?	NOT ANSWERED
6. HAS THE VICTIM LEFT OR SEPERATED FROM THE SUSPECT AFTER LIVING TOGETHER OR BEING MARRIED?	NOT ANSWERED
7. IS THE SUSPECT UNEMPLOYED?	NOT ANSWERED
8. HAS THE SUSPECT EVER TRIED TO KILL THEIRSELF?	NOT ANSWERED
9. DOES THE VICTIM HAVE A CHILD THAT THE SUSPECT KNOWS IS NOT THEIR OWN (BIOLOGICAL) CHILD?	NOT ANSWERED
10. DOES THE SUSPECT FOLLOW OR SPY ON THE VICTIM OR LEAVE THE VICTIM THREATENING MESSAGES?	NOT ANSWERED

AN OFFICER MAY TRIGGER THE PROTOCOL REFERRAL, IF NOT ALREADY TRIGGERED ABOVE, AS A RESULT OF THE VICTIM'S RESPONSE TO THE BELOW QUESTION, OR WHENEVER THE OFFICER BELIEVES THE VICTIM IS IN A POTENTIALLY LETHAL SITUATION

11. IS THERE ANYTHING ELSE THAT WORRIES THE VICTIM ABOUT THEIR SAFETY AND IF SO, WHAT?	NOT ANSWERED

VICTIM DID NOT ANSWER

NO

DUI Packet.pdf

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ARRESTEE'S NAME: _____ DL No.: _____ STATE of ISSUE: ___

IMPLIED CONSENT TEST REQUEST

(Effective 11/1/2019)

1. You have been arrested and you are requested to submit to a test or tests to determine the presence and/or concentration of intoxicants in your body.
2. The state's test will be a [insert ONE word "breath" OR the word "blood"] test. If a blood test is performed, it will be done by approved medical personnel.
3. Once you complete the state's test, you may have an additional blood test at your own expense, provided that a sufficient quantity of any specimen obtained shall be available to the state for testing.
4. You are not entitled to consult with an attorney prior to making your decision whether or not to submit to the state's tests.
5. You may refuse the state's test, but as a consequence your driving privilege will be revoked or denied by the Department of Public Safety.
6. If you are age 21 years or older and the test result is 0.08 or more alcohol concentration, your driving privilege will be revoked or denied by the Department of Public Safety. If you are under age 21 and the test result is 0.02 or more alcohol concentration, your driving privilege will be revoked or denied by the Department of Public Safety.
7. You may apply to participate in the Department's Impaired Driver Accountability Program (IDAP).
8. Will you take the state's test?

RIGHT TO APPEAL

You may appeal Departmental action against your driving privilege as a result of this arrest by filing a petition in the District Court of the County in which you were arrested. BREATH TEST/REFUSAL: Your petition must be filed within thirty (30) days of the date listed below. BLOOD TEST: Your petition must be filed within forty (40) days of the date Notice is mailed by the Department.

IMPAIRED DRIVER ACCOUNTABILITY PROGRAM

- Instead of appealing to District Court, you may be eligible to participate in the Impaired Driver Accountability Program (IDAP) administered by the Department of Public Safety (DPS).
- Completion of IDAP may prevent a revocation as a result of this arrest from appearing on your driving record.
- Participation in IDAP may reduce the amount of fees you will be required to pay to the State.
- By participating in IDAP, you may avoid the time and expense contesting the revocation action in District Court as a result of this arrest.
- If you submitted to a breath test or refused any test, you must request IDAP within thirty (30) days of the date listed below.
- If DPS takes action due to a blood test result, Notice will be mailed to you at the address on file with DPS. The Notice will include information concerning participation in IDAP.
- You must request IDAP either by mail to the Department of Public Safety at P.O. Box 11415, Oklahoma City, OK 73136, or by appearing in person before a DPS Compliance Hearing Officer.

SERVICE: Hand-delivered by the undersigned officer to the Arrestee on the _____ day of _____, _____.

_____ _____

Officer's Printed Name Officer's Signature

DUI * DWI * APC
COVERSHEET

Name:_____ D.O.B.:_____ RACE:_____ SEX:_____

SSN: _____ O.L.N.: _____

P.I.D./T.P.D.#: _____ DOCKET: _____

DLM / BOOKING RESPONSIBILITIES	**CITY CHARGES** (Initials)	**STATE CHARGES** **(Initials)**
Arrest and Booking Data Sheet Attach one copy to the cover sheet		
Officer's affidavit and Notice of Revocation Attach "Green" copy to the cover sheet		
OHP Citations Attach all related OHP Citations if arrested by OHP		
Checked by The Intake Desk person must check this packet		

TPD / BOOKING / WARRANTS RESPONSIBILITIES	**CITY CHARGE** (Initials)	**STATE CHARGES** **(Initials)**
ARDET Attach printout of subjects ARDET (last 10 years) Attached: _____ No Priors: _____		
10-42 : (Driving History) Attach printout of subjects "10-42" if available Attached: _____ Not on File: _____		
10-43: (Driver's License Check) Attach printout of subjects "10-43" if available Attached: _____ Not on File: _____		
Accident Report Attach copy of accident report if investigated by TPD Attached: _____ Incident #: _____		
Municipal Court Information Attach information for "ALL" city charges		
Blood Kit Lab test requested was submitted. Submitted:_____ No Test Taken: _____		
Checked by Records personnel must check packet before placing in proper tray		

OFFICER'S AFFIDAVIT AND NOTICE OF REVOCATION/DISQUALIFICATION

Section 1

ARREST DATE	ARREST TIME	COUNTY #	CITY #	CITATION #			
ARREST LOCATION		CITY		COUNTY			
SUBJECT NAME		DATE OF BIRTH	SEX	RACE	HEIGHT	WEIGHT	
ADDRESS	CITY		STATE	ZIP CODE			
DRIVER LICENSE #	EXPIRATION DATE	STATE	CLASS	RESTRICTIONS	ENDORSEMENTS		
VEHICLE MAKE	MODEL	TAG #	STATE	CMV	PLACARD		

On the above date, time, and location, the above named person was arrested, and I had reasonable grounds to believe the person was driving or in actual physical control of a motor vehicle upon a public road, highway, street, turnpike, public parking lot, or other public place, or upon a private road, street, alley or lane which provides access to one or more single or multi-family dwelling within this state while under the influence of alcohol and/or other intoxicating substances as prohibited by law.

(Describe driving behavior or circumstances):

Describe person's condition (odor, actions, etc,):

THE PERSON WAS INFORMED OF THE IMPLIED CONSENT TEST REQUEST

Section 2

☐ REFUSED TEST Whereupon the person refused the requested test(s) by stating or doing the following:

IF a TEMPORARY LICENSE is issued - Anyone using this form thirty (30) days after issuance may be driving under suspension. All law enforcement officers may determine if the holder is driving under suspension by requesting a Driver's License status through OLETS. This receipt and permit is issued to individuals who have refused to take a breath or blood test to determine Alcohol Content and the results indicated a Breath Alcohol Content as specified under the Implied Consent Law and Title 47, 11-902, and/or 11-906.4.

I have been informed of the Implied Consent Test Request and refuse the state's test:

SIGNATURE OF ARRESTEE

(if the person refuses to sign so state here)

Receipt for Driver License and Temporary Driving Permit

If person named in section 1 has a valid Driver License in his/her possession the arresting officer shall seize it and issue this form as a temporary permit good for thirty (30) days from the date issued in section 4.

Section 3

EFFECTIVE THIRTY (30) DAYS FROM DATE SERVED. Notice of Revocation is given that your driver's license is revoked or denied for a period of one hundred eighty (180) days or more if you refused or failed the state's test. In addition, your commercial driving privilege in this state will be disqualified if you refused or failed the state's test (CMV or CDL holder) OR a test result of .04 or more while operating a commercial motor vehicle. You may appeal any Departmental action against your driver license as a result of this arrest by filing a petition in the District Court of the County in which you were arrested. Your petition must be filed within thirty (30) days of the date listed below.

It shall be a misdemeanor punishable by imprisonment for not less than seven (7) days nor more than six (6) months, or by a fine of not more than Five Hundred Dollars ($500.00), or by both such fine and imprisonment, for any person to apply for a renewal or replacement license to operate a motor vehicle while the person's license, permit, or other evidence of driving privilege is in the custody of a law enforcement officer or the Department.

SERVING OF NOTICE: A copy of this form containing the Notice of Revocation and the Notice of Department Impaired Driving Accountability Program was hand-delivered to the person named in Section 1 above ON THE DATE INDICATED IN SECTION 4.

Section 4

In accordance with Title 12 O.S. Section 426, "I state under **penalty of perjury** under the laws of Oklahoma that the foregoing is true and correct,"

Date: _____ Signature of arresting officer: _____

Place (location when signed): _____

NAME (PRINT)		AGENCY	
BADGE	AGENCY ADDRESS	ZIP CODE	PHONE

Section 5

OTHER WITNESSES:

A Name: _____ Title _____ Address: _____ Phone _____

B Name: _____ Title _____ Address: _____ Phone _____

Temporary License Issued:
YES ☐ **NO** ☐

MAKE NECESSARY COPIES - SEND THE ORIGINAL TO DPS LEGAL DIVISION

EOD.pdf

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IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA

IN THE MENTAL HEALTH OF) Case# _____
) MH: _____
)

PEACE OFFICER'S STATEMENT FOR PROTECTIVE CUSTODY

I, the undersigned peace officer, declare: That I am a peace officer with the Sand Springs Police Department, County of _____, State of Oklahoma. That on the _____ day of _____, 20 _____, I observed _____ at _____ in _____ County, State of Oklahoma, and that at _____ hours, this person was taken into protective custody.

That the reason for taking this person into protective custody is based upon the following facts, circumstances, and personal observations of the officer:

That upon such basis, I have a reasonable belief that this person has a mental illness or is alcohol- or drug-dependent to a degree that immediate emergency action is necessary and should be held in protective custody, as provided by the Mental Health Law of the State of Oklahoma.

_____ _____ _____
Signature of Peace Officer Date Time

_____ _____
Printed Name Badge #:

Sand Springs Police Department
Identity of Law Enforcement Agency

SIR.PDF

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For Human Resources Department Use Only

CLAIM #

SUPERVISOR/DEPARTMENT HEAD
INCIDENT REPORT SUMMARY

SUPERVISOR NAME:			
EMPLOYEE NAME:		INCIDENT DATE:	
EMPLOYEE DEPARTMENT:		INCIDENT TIME:	
EMPLOYEE TITLE:		REPORT DATE:	

IF INCIDENT DATE AND REPORT DATE ARE DIFFERENT PLEASE INDICATE WHY:

CIRCLE ONE AND COMPLETE CORRESPONDING INCIDENT REPORT

PLEASE INDICATE WHAT TYPE OF INCIDENT THIS IS: ◯ PROPERTY ◉ INJURY ◯ BOTH

PLEASE NOTE, SEPERATE INCIDENT REPORTS WILL NEED BE COMPLETED FOR EACH EMPLOYEE DIRECTLY INVOLVED IN THE CAUSE OF THE INCIDENT

OTHER EMPLOYEES INVOLVED:

INCLUDE NAMES, ADDRESSES AND PHONE NUMBERS FOR ANY WITNESSES

WITNESS INFORMATION:

WERE ANY POLICIES OR OPERATIONAL PROCEDURES VIOLATED? ◯ YES ◉ NO

IF YES, LIST WHAT WAS VIOLATED?

WHAT MEASURES ARE BEING TAKEN TO PREVENT THIS INCIDENT FROM OCCURING AGAIN?

For Human Resources Department Use Only

CLAIM #

SUPERVISOR/DEPARTMENT HEAD
INJURY REPORT

SUPERVISOR NAME:

EMPLOYEE NAME: INCIDENT DATE:

FOR PERSONAL INJURIES, COMPLETE THE FOLLOWINGINFORMATION TO THE BEST OF YOUR KNOWLEDGE AN DSUBMIT TO HUMAN RESOURCES FOR PROCESSING. IF MEDICAL ATTENTION WAS REQUIRED COPIES WILL NEED TO BE SUBMITTED IMMEDIATELY WHILE AWAITING SIGNATURES.

NATURE OF INJURY (EXAMPLE: BRUISE TO RIGHT ELBOW)

IF YES, BY WHOM?

WAS FIRST AID ADMINISTERED ○ NO ◉ YES

HAS THE EMPLOYEE REQUESTED MEDICAL ATTENTION? ○ NO ◉ YES

IF YES, CONTACT HUMAN RESOURCES FOR AUTHORIZATION. IF AFTER HOURS OR ON A HOLIDAY REFER EMPLOYEE TO ST. JOHN EMERGENCY ROOM FOR TREATMENT. DO NOT MOVE AN EMPLOYEE WHO HAS SUSTAINED A NECK OR BACK INJURY EXCEPT TO REMOVE FROM IMMEDIATE DANGER. IN THOSE CASES CONTACT EMERGENCY PERSONNEL FOR ASSISTANCE.

DO YOU HAVE ANY REASON TO DOUBT THE VALIDITY OF THIS INJURY ◉ NO ○ YES

IF YES, EXPLAIN WHY?

YOUR RECOMMENDATION TO THE SAFETY COMMITTEE RELATING TO THIS INJURY

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMED ALL STATEMENT CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

For Human Resources Department Use Only

CLAIM #

SUPERVISOR/DEPARTMENT HEAD
PROPERTY DAMAGE REPORT

SUPERVISOR NAME:

EMPLOYEE NAME: INCIDENT DATE:

FOR DAMAGE TO ANY CITY OR CITIZEN PROPERTY, COMPLETE THE FOLLOWING INFORMATION TO THE BEST OF YOUR KNOWLEDGE. A COPY WILL NEED TO BE PROVIDED TO THE CITY CLERK'S OFFICE FOR PROCESSING. PROVIDE ANY AND ALL PICTURES SHOWING DAMAGES OR LACK THEREOF.

UNIT NUMBER ESTIMATED DAMAGE

IF NO UNIT NUMBER PROVIDE A DESCRIPTION OF THE EQUIPMENT:

IF YES, LIST REPORTING AGENCY.

WAS A POLICE REPORT FILED ○ NO ◉ YES

WERE PHOTOS OR VIDEOS OF ACCIDENT SCENE TAKEN? ○ NO ◉ YES

IF YES, NAME OF AGENCY:

DESCRIPTION OF DAMAGE TO CITY OR PRIVATE PROPERTY

YOUR RECOMMENDATION TO THE SAFETY COMMITTEE RELATING TO THIS INCIDENT

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMED ALL STATEMENT CONTAINED HEREIN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE CORRECT AND COMPLETE. ANY PERSON WHO COMMITS WORKERS COMPENSATION FRAUD, UPON CONVICTION, SHALL BE GUILTY OF A FELONY.

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

NoticeofSeizure.pdf

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Collision Waiver.pdf

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TRACIS
TULSA REGIONAL AUTOMATED CRIMINAL INFORMATION SYSTEM

SAND SPRINGS POLICE DEPARTMENT
COLLISION INVESTIGATION FORM

Complaint Number

Pg. of

☐ **COLLISION INVESTIGATION WAIVER** ☐ **INSURANCE INFORMATION EXCHANGE**

On Date I was operating a motor vehicle and was involved in a collision located at Address, City, State Zip

On Date at Time hours, Officer's Rank and Name of the Sand Springs Police Department informed me of Of my right to have the collision investigated by the Sand Springs Police Department. Knowing that this is my right, I do hereby knowingly and voluntarily waive my right to have the collision investigated and state that I do not want the collision investigated.

VEHICLE #1

Driver's Name:			Insurance Company:	Phone Number:
Drivers License Number:	Date of Birth:		Agent Name:	
Address:	Phone Number:		Address:	
City, State Zip:			City State Zip:	
Vehicle Owner: Same as Driver			Policy Number:	
Address:	Phone:		Policy Effective Date:	Policy Expiration Date:
City, State, Zip:			Vehicle Make: / Model: / Year / Tag/State	
Drivers License Number:	Date of Birth:		Drivers Signature: X	

VEHICLE #2

Driver's Name:			Insurance Company:	Phone Number:
Drivers License Number:	Date of Birth:		Agent Name:	
Address:	Phone Number:		Address:	
City, State Zip:			City State Zip:	
Vehicle Owner: Same as Driver			Policy Number:	
Address:	Phone:		Policy Effective Date:	Policy Expiration Date:
City, State, Zip:			Vehicle Make: / Model: / Year / Tag/State	
Drivers License Number:	Date of Birth:		Drivers Signature: X	

Additional Information:

Complaint Number

Reporting Officer	ID	Division	Supervisor	ID	Division

If you would like a copy of your report contact Crash@sandspringsok.org, please allow up to five (5) days after collision for processing of the necessary reports.

FORM NO. SSPD23

Deconfliction.pdf

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OKLAHOMA HIDTA INTELLIGENCE CENTER

EVENT DECONFLICTION FORM

WATCH CENTER 24 HOUR HOTLINE

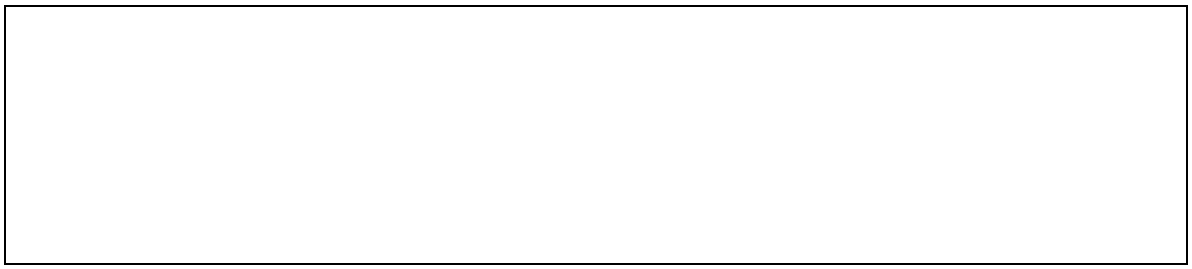
E-Mail: Dispatcher@OBN.State.OK.US

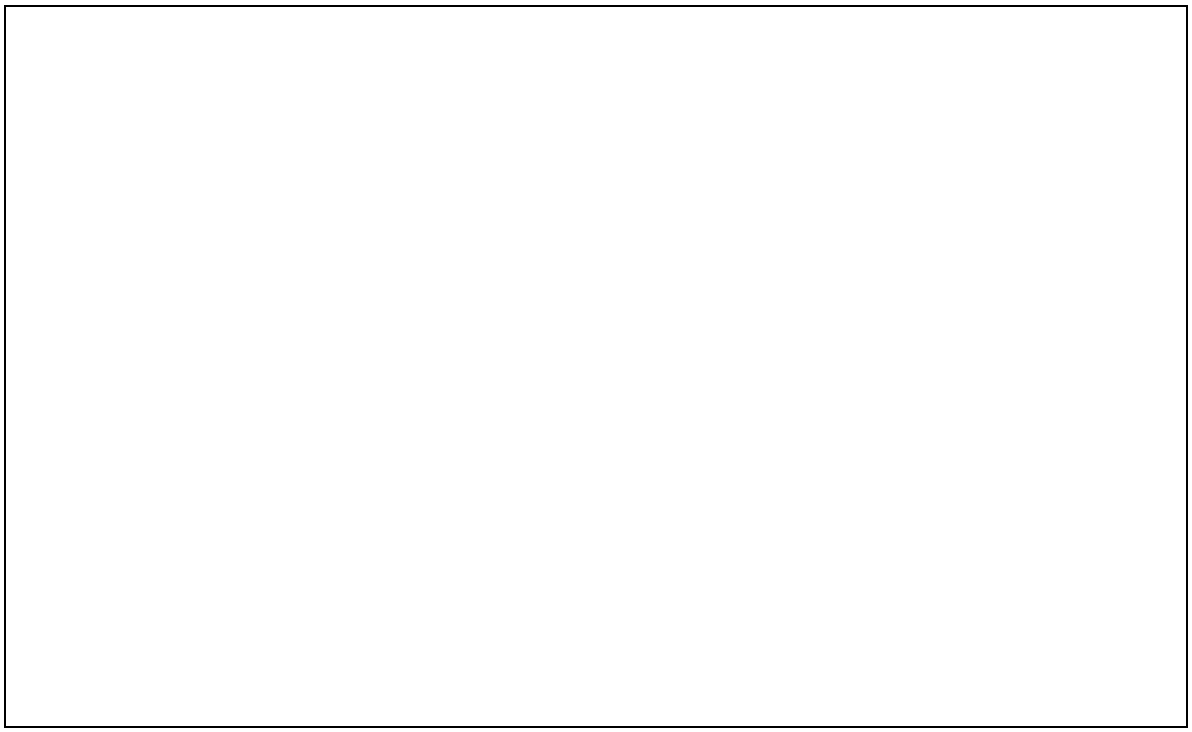
_____

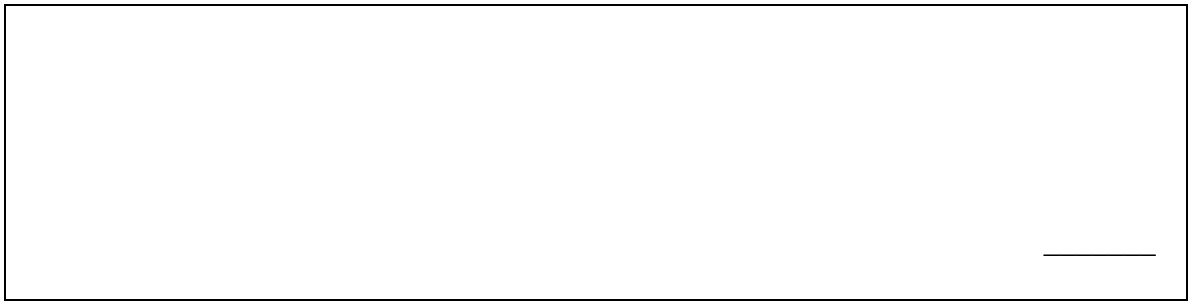
INFORMATION

ENTERED BY_____

EVENT ID_____CONFLICT: YES_____ NO_____







Photograph Release.pdf

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TRACIS
TULSA REGIONAL AUTOMATED CRIME INFORMATION SYSTEM

SAND SPRINGS POLICE DEPARTMENT

Photo Consent Form

COMPLAINT NUMBER

PAGE _____ OF _____

ATTENTION: _____

OFFENSE TYPE		REPORTED	MO	DATE	YEAR	DAY	TIME	PREPARED	MO	DATE	YEAR	DAY	TIME

VICTIM'S NAME (LAST, FIRST MIDDLE)	LOCATION OF OCCURANCE CITY, STATE

I (the "Releasor") grant permission and give my consent to the Sand Springs Police Department (the "Releasee") for the use of the following photograph(s) or electronic media images as identified below for presention under any legal use:

_____ _____

Signature of Person Authorizing Consent **Date**

_____ _____

Signature of Officer **Date**

_____ _____

Witness **Date**

REPORTING OFFICER ID DIV	PROPERTY RECEIPT	SUPERVISOR ID DIV

Down Slip.pdf

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CITY OF SAND SPRINGS
MAINTENANCE REPAIR REQUEST

Date:

Unit Number:

Department: Police Department

Operator:

Supervisor:

Complaint:

START DATE

ENDING DATE

NOTIFIED

MECHANIC

LEP Guide.pdf

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Criminal Trespass Forms.pdf

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SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS PROGRAM

Dear Property Owner/Manager:

The Criminal Trespass Affidavit Program allows property owners or persons responsible for the property and the Sand Springs Police Department to work together to reduce criminal activities on private property. The Sand Springs Police Department is authorized by the property owners / managers to remove or arrest persons found on the property who have been previously warned to remain off of the listed property. An individual arrested for trespassing will be charged with a violation of the *Sand Springs Municipal Code of Ordinances 09.16.090, Trespass Prohibited,* or *Oklahoma State Statute Title 21§1835.1, Right to Forbid Entry or Presence of Persons Convicted of Certain Crimes into Businesses.* The property owner / manager will be the person formally filing the criminal complaint against the violator(s). People warned under this program will be banned from returning to the business property for a period of two years. They will remain in a database during this time. After the two year period, they will be removed from the database and a new trespass warning must be given to the individual.

To initiate the program, you, as the property owner or property owner's agent, must complete these steps:

Step 1: Contact the Sand Springs Police Department who will assist the property owner in giving the trespasser a warning to leave the property and to not return under penalty of law.

Step 2**:** Complete the Trespass Affidavit and give it to the police officer assisting you.

By participating in this program, you are assigning the right to the Sand Springs Police Department to act on your behalf in enforcement of the trespassing laws against individuals who violate them after having been warned to remain off of your property. Sand Springs Police Officers will check your property during the normal course of patrolling or while answering a call for police service to the location. Please understand that this does not mean that an officer will be available to check your property on a regular basis. Rather, officers will check the property as time and resources allow.

You may be periodically sent renewal forms to determine if you wish to continue participating in this program. At this time a new "Criminal Trespass Program" form will be completed and signed. Failure to return an updated Agreement form may result in removal from the program. If you determine a Criminal Trespass Warning was given in error, or you wish to remove an individual previously trespassed from your property, you must contact the person below immediately.

The Sand Springs Police Department is not responsible for civil litigation that results out of this agreement based on incorrect or incomplete information provided by you or as a result of an arrest. The Sand Springs Police Department will not make any decisions regarding the use or disposition of your property.

SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS PROGRAM

My name is _____. I am the _____ of the private property located at _____, Sand Springs, Oklahoma.

I have care, custody, and control of the above referenced private property. I am authorized to act on behalf of said private property. Property Name_____.

I hereby request and authorize the Sand Springs Police Department to enter the property at said location and, in my absence, to enforce *Sand Springs Municipal Code of Ordinances 09.16.090, Trespass Prohibited,* or *Oklahoma State Statute Title 21§1835.1, Right to Forbid Entry or Presence of Persons Convicted of Certain Crimes into Businesses*, against any person who is not authorized to be on said property. Sand Springs Police Department officers may act as "persons with apparent authority to act for the property owner" to notify any person who is not authorized to be on said property that his entry is forbidden and to leave the property immediately or face possible arrest pursuant to the criminal trespass statute.

In addition, my designee or I will fully cooperate in the prosecution of anyone who is arrested for criminal trespass pursuant to this affidavit program.

_____	_____
(Signature)	(Business Address)
_____	_____
(Printed Name)	(Business Address)
_____	_____
(After Hours Contact Telephone Number)	(Business Telephone Number)

For Sand Springs Police Department Use Only

_____	_____
Case Number (to be filled out by SSPD)	SSPD Officer Name and Badge Number

SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS PROGRAM

This permission is given voluntarily and is hereby effective from the date that this document is received and accepted by the Sand Springs Police Department, until revoked in writing to the ***Sand Springs Police Department, 602 W. Morrow Rd., S*****and Springs, Oklahoma 74063, *Attention: Patrol Division Commander***. I understand that this document is a government public record. I understand that the City of Sand Springs, the Sand Springs Police Department its' officers or employees are not responsibly criminally or civilly for acting on your behalf based on this agreement. By signing and authorizing this agreement you agree to hold City of Sand Springs, the Sand Springs Police Department its' officers or employees harmless for the good faith execution of this document. I agree to notify the contact person immediately if I discover a Criminal Trespass Warning was given in error or I wish to remove a person listed as trespassed under this program.

I agree to provide the Sand Springs Police Department a letter updating my Authorization List and emergency contact telephone numbers at least annually or anytime the names of authorized persons changes. I will be responsible to immediately notify the Sand Springs Police Department in writing to ***Sand Springs Police Department, 602 W. Morrow Rd.,*** **Sand Springs, Oklahoma 74063*****, Attention: Patrol Division Commander,*** any time the Authorization List, ownership or management changes. Failure to update your Authorization List or return an updated Agreement form may result in removal from the program. I understand that the Sand Springs Police Department may terminate this program and agreement at any time without notice or reason given.

_____ _____

Signature Date

_____ _____

Print Name Date of Birth

Relationship to property / business (owner / leasee, / manager)

_____

SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS PROGRAM

Authorization List

Property / Business name: _____

Property Location: _____

The following individuals are authorized to be on the above property at the specified time or day and may act as the agent of the listed business:

#	Name	Race	Sex	Date of birth	Address	Telephone Number	Time of Day Allowed on Property
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(Attached additional list if needed)

_____ _____

Signature Date

_____ _____

Print Name Driver's License Number

Note: An Authorization List expires in a maximum of one year from date signed or anytime a change is made and a new list is on file with the Sand Springs Police Department.

For Sand Springs Police Department Use Only

Case Number_____ **Officer**_____

Case Number (to be filled out by SSPD) SSPD Officer Name and Badge Number

SAND SPRINGS POLICE DEPARTMENT
CRIMINAL TRESPASS PROGRAM

ADDITIONAL ADDRESS LIST

Please use the below space to list all additional addresses associated with the "Property" or Business". This is only for property that has the same name but may use multiple addresses. It is not for a large company to list multiple addresses that have different business or property names.

Exact Address Number	**Complete Street Name (Include any N., S. E. W. designators And also include St., Dr., Blvd., Ave., etc)**

For Sand Springs Police Department Use Only

Case Number_____ **Officer**_____

Case Number (to be filled out by SSPD) SSPD Officer Name and Badge Number

OC1.JPG

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Blue Alert Activation Request Form.pdf

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Oklahoma Blue Alert

REQUESTING AGENCY INFORMATION

Name of Requesting Agency	Email for Requesting Officer
Name/Title of Investigating Officer	Fax Number for Requesting Agency
Contact Number for Investigating Officer	Public Information Officer Name/Contact Number
Signature of Chief/Sheriff/Designee	Date of Request

ANSWER "YES" OR "NO" TO THE FOLLOWING	YES	NO
1) A sworn law enforcement officer; must have been killed, has sustained life threatening injuries, or is missing in the line of duty.	☐	☐
2) The investigating law enforcement agency has determined that the offender pose (s) imminent threat to the public and law enforcement personnel.	☐	☐
3) A description of the offender or vehicle is available for statewide broadcast to the public and law enforcement and 911 centers.	☐	☐
4) If the suspect has been identified, the requesting agency has placed the suspect in the temporary felon file in NCIC.	☐	☐
5) Have felony warrants been obtained? (This must be done as soon as possible or within 24 hours and enter the offender into NCIC).	☐	☐

INJURED/DECEASED/MISSING OFFICER INFORMATION

Name_____

Agency
Rank/Title_____

Nature of Injury (If Injured)_____

OFFICER STATUS

- ☐ INJURED
- ☐ MISSING
- ☐ DECEASED

TYPE OF AGENCY

- ☐ LOCAL
- ☐ STATE
- ☐ FEDERAL

SUSPECT INFORMATION

Name_____

Last Known Location of Suspect_____

_____

Age _____ DOB _____Weight_____Height _____Sex_____

Eyes_____Hair_____Race_____SS#_____

Clothing Description _____

Scars/marks/tattoos_____

VEHICLE INFORMATION

Make_____
Model_____
Year_____
Color_____

LICENSE PLATE INFORMATION
Number_____
State_____

ADDITIONAL INFORMATION

_____
_____
_____

Third Party EOD.pdf

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IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA

IN THE MENTAL HEALTH OF) Case# _____
) MH: _____
)

PEACE OFFICER'S STATEMENT FOR PROTECTIVE CUSTODY

I, the undersigned peace officer, declare: That I am a peace officer with the Sand Springs Police Department, County of _____, State of Oklahoma. That on the _____ day of _____, 20 _____, I observed _____ at _____ in _____ County, State of Oklahoma, and that at _____ hours, this person was taken into protective custody.

That the reason for taking this person into protective custody is based upon the following facts, circumstances, and personal observations of the officer:

That upon such basis, I have a reasonable belief that this person has a mental illness or is alcohol- or drug-dependent to a degree that immediate emergency action is necessary and should be held in protective custody, as provided by the Mental Health Law of the State of Oklahoma.

_____ _____ _____
Signature of Peace Officer Date Time

_____ _____
Printed Name Badge #:

Sand Springs Police Department
Identity of Law Enforcement Agency

Sand Springs Police Department
Street Crimes Team
Search Warrant Safety Plan

Case #: _____ Date Prepared: _____

(SSPD SENSITIVE – Return this document to the case agent with notes)

I. BACKGROUND OF INVESTIGATION

II. SITUATION

Surveillance ☐ U/C Buy-Walk ☐ Buy-Bust ☐ Arrest ☐ Search Warrant ☐ Clan Lab Operation ☐

Other ☐

Flashroll	Purchase Price
No ☐ Yes ☐ Amount $:	No ☐ Yes ☐ Amount $:
In Possession of:	

III. MISSION INSTRUCTIONS

(NOTE: Include date/time of operation, objectives, and specific details of the enforcement plan such as meet locations, locations to be searched, and subjects arrested. If a clan lab operation, include waste disposal procedures. A map of the target area(s) should be attached if possible.)

IV. COMMUNICATION CHANNELS

Primary Frequency	Secondary Frequency	Other Agency Frequency

V. UNDERCOVER PERSONNEL

Agent/Officer Name	Call Sign	Mobile #:	Pager #:

Vehicle Make	Model	Year	Color	License Number	State

Agent/Officer Name	Call Sign	Mobile #:	Pager #:

Vehicle Make	Model	Year	Color	License Number	State

VI. CONFIDENTIAL SOURCE

Name	Sex	Race	Height	Weight	Eyes	Hair	DOB:

Vehicle Make	Model	Year	Color	License #	State

Name	Sex	Race	Height	Weight	Eyes	Hair	DOB:

Vehicle Make	Model	Year	Color	License #	State

VII. MONITORING

Body Wire

Body wire frequency	Worn by:	Monitored / taped by:

Tracking Transmitter

Transmitter Channel	Vehicle

U/C Pager Codes

Terminate Operation	Danger	Transmitter Malfunction

VIII. SIGNALS

Arrest	Distress/Danger
Verbal:	Verbal:
Visual:	Visual:

IX. SUBJECT'S INFORMATION

Name	Sex	Race	Height	Weight	Eyes	Hair	DOB

Address	City	State	Zip	Phone

Vehicle Make	Model	Year	Color	License #	State

Criminal History

Name	Sex	Race	Height	Weight	Eyes	Hair	DOB

Address	City	State	Zip	Phone

Vehicle Make	Model	Year	Color	License #	State

Criminal History

Name	Sex	Race	Height	Weight	Eyes	Hair	DOB

Address	City	State	Zip	Phone

Vehicle Make	Model	Year	Color	License #	State

Criminal History

X . RISK ASSESSMENT MATRIX	
DATE:	**OFFICER:**
LOCATION:	
COUNTY:	**SUSPECT:**

Risk assessment is based on facts and circumstances stated in the affidavit for the arrest or search warrant and the criminal history of the suspect(s) involved.

POINTS	FACTS	✔	SCORE
0	Search warrant is for evidence of property crimes only		
1	Search warrant is for drugs		
2	Search warrant is for evidence of a crime against a person		
0	Arrest warrant is for property crimes		
2	Arrest warrant is for crimes against a person		
3	Arrest warrant is for drug possession/distribution		
0	Suspect has property crime history		
1	Suspect has history of crime against persons		
2	Suspect has made statements regarding resistance		
3	Suspect has history of arrest/involvement in drugs		
4	Suspect has violent criminal history		
10	Suspect has used firearms during commission of crimes		
1	Service requires minimal forced entry		
3	Service requires use of ram, or sledge hammer		
10	Location is fortified, requiring specialty considerations		
2	Firearms readily available to suspect(s) at location		
4	Suspect known to carry firearms / arrested for carrying a firearm		
6	Suspect of warrant is “always” armed		

TOTAL

0-14	Service ay be handled by unit supervisor: Notification of the Patrol Commander is optional.
15-24	Consultation with the SOT team Commander is optional for service/execution; Warrant service requires approval of the patrol commander or equivalent.
25 +	SOT Team is required for service/execution; Warrant service requires approval of the patrol commander and notification of the Chief of Police

NOTE: If a firearm has been identified as used in the commission of the crime, or the suspect has access to a fully automatic weapon the SOT team will serve the warrant

XI . STRUCTURE DIAGRAM

XII . EMERGENCY NOTIFICATIONS

EMSA/Fire on standby ☐ Yes ☐ No

Hospital

Hospital Name	Address	Phone #:

XIII . PERSONNEL

Agent/Officer	Call Sign	Pager/Phone	Vehicle/Location	Assignment	Copy

XIV . EQUIPMENT CHECK

Yes	No		Yes	No	
☐	☐	Portable Radios	☐	☐	Surveillance Assignments
☐	☐	Perform Communications Check	☐	☐	Eavesdropping Authorization
☐	☐	Entry Tools	☐	☐	Raid Jackets & Protective Gear
☐	☐	Cross Check with other agencies	☐	☐	Enforcement Briefing

Cross Check performed by:

XV . ADMINISTRATIVE

Plan Prepared by:	Signature	Date:
Reviewing Supervisor Name:	Signature	Date:
Approving Supervisor Name:	Signature	Date:

IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA

IN THE MENTAL HEALTH OF) Case# _____
) MH _____
)

THIRD PARTY STATEMENT

I, , the undersigned, being years of age, declare:
That on the day of , 20 at , I personally observed
(complete name of person)
at (location), in Tulsa County, State of Oklahoma;
Description of activity or incident **personally** observed

That upon such basis, I have reasonable belief that this person has a mental illness or is alcohol or drug dependant to a degree that emergency action is necessary.

I, the undersigned attest to the above statement to be factual and true to the best of my knowledge.

Signature

Printed Name

Address

Relationship to subject

Phone Number

WARNING: *Any false statement given to the officer by the person upon whose statement the officer relies shall be a misdemeanor offense and punishable under the provisions of Title 21 of the Oklahoma Statutes.*

Sand Springs Police Department – Insurance Enforcement FAQ Sheet

Oklahoma Financial Responsibility Statute (47 O.S. § 7-606) states in part:

A. 1. An owner or operator who fails to comply with the Compulsory Insurance Law, or who fails to produce for inspection a valid and current security verification form or equivalent form which has been issued by the Department of Public Safety upon request of any peace officer, representative of the Department of Public Safety or other authorized person, shall be guilty of a misdemeanor and upon conviction shall be subject to a fine of not more than Two Hundred Fifty Dollars ($250.00), or imprisonment for not more than thirty (30) days, or by both such fine and imprisonment, and in addition thereto, shall be subject to suspension of the driving privilege of the person in accordance with Section 7-605 of this title. Upon issuing a citation under this paragraph, the law enforcement officer issuing the citation may:

a. seize the vehicle being operated by the person and cause the vehicle to be towed and stored as provided by subsection B of Section 955 of this title, if the officer has probable cause to believe that the vehicle is not insured as required by the Compulsory Insurance Law of this state, or

b. seize the license plate of the vehicle and issue the citation to the vehicle operator, provided that the vehicle is in a drivable condition at the time of issuing the citation. A copy of the citation retained by the owner or operator of the vehicle shall serve as the temporary license plate of the vehicle for up to ten (10) consecutive days after the issuance of the citation. After ten (10) consecutive days, the vehicle shall not be used until the vehicle operator or owner completes the requirements to retrieve the license plate.

☐ Vehicle Seizure

Your vehicle has been towed and impounded after receiving a citation for failure to comply with the state compulsory insurance law. In order to retrieve your vehicle, you will need to come to the Sand Springs Police Department located at **100 E. Broadway Sand Springs, OK 74063** and provide the following information to secure a release for you vehicle:

- Title and registration
- Identification
- Valid Insurance

After securing the release, you will then be instructed as to which wrecker service has your vehicle and you will take the release to the wrecker service and pay the tow and impound fees for release of your vehicle.

☐ License Plate Seizure

You have received a citation for failure to comply with the state compulsory insurance law and your license plate has been seized under the State Temporary Motorist Liability Plan. The citation will serve as your license plate for the next 10 CONSECUTIVE days or until you complete the steps to retrieve your license plate. The citation must be in this vehicle whenever it is driven during this period and shown to law enforcement personnel upon request. If you have not retrieved your license plate at the end of 10 CONSECUTIVE days, the vehicle must be parked and cannot be driven.

How to retrieve your license plate

In order to get your license plate you will need to do the following:

- If within 24 hours of the seizure of your license plate, you may bring proof that you had valid insurance in effect at the time of the seizure to the Sand Springs Police Department and retrieve your tag and have the citation dismissed.
  Sand Springs Police Department - 100 E. Broadway Sand Springs, OK 74063 (918) 245-8777

- After 24 hours of the tag being seized, during normal working hours, 8:00am – 5:00 pm, excluding weekends and holidays, pay the citation or provide proof to the court clerk that you did have coverage at the time of the issuance of the citation. Note: You will still be required to pay the fee charged at the Sheriff's Office to recover your tag.
  Sand Springs Municipal Court - 100 E. Broadway Sand Springs, OK 74063 (918)246-2612

- During normal working hours, 8:00am – 4:00pm, excluding weekends and holidays, take the receipt for payment of the citation, with a copy of your valid insurance form, to the:
  Tulsa County Sheriff's Office - 303 W.1st Street Tulsa, OK. 74103 (918)596-5701

- Pay an administrative fee of $125.00 plus the cost of your temporary insurance coverage…$12.00/day with a $60.00 minimum….calculated from the date of your ticket until the date you obtain valid insurance (not to exceed ten (10) CONSECUTIVE DAYS). *Note: the license plate will not be available for pick up at the Sheriff's Office until 4 days after the date of your citation.

Payment must be made by Cashier's Check or Money Order (make payments to TCSO). No personal checks or cash will be accepted.

Insurance

If your license plate was seized, for the next ten (10) CONSECUTIVE days from the date and time of your ticket, or until you obtain valid insurance coverage, whichever comes first, you will be covered under temporary liability insurance with the state minimum required coverage. Certain exclusions may apply and the insurance is not valid until the premium is paid or while the vehicle is driven in another state.

In Case of Accident

It is very important that you report ALL accidents, regardless of fault or circumstances.

For the fastest and most efficient handling of your claim, Imperial Fire and Casualty Insurance Company has designated a OK Master Policy Number : 55001100 for you to report your collision information.

With the OK Master Policy Number: 55001100, the collision claim information may be reported at any time, 24 hours a day / 7 days a week (24/7)

IMPERIAL FIRE & CASUALTY
A National General Company

Phone:(844)269 – 0530 Reference OK Master Policy # 55001100

You must report the collision within fourteen (14) calendar days of the collision or coverage may be void. Please have the collision information available, including date, time, place of collision, identity of vehicles and persons involved, identity of investigating police department (including report number, if possible), ticket number, and any other information that could be helpful in the handling of your claim, and any claim being made against you.

I've been involved in an accident... what do I do?

- Stay calm.
- Check for injuries; seek emergency medical attention if necessary.
- If it is safe to do so, move vehicles off the roadway.
- Call police to report the accident.
- Drivers - Write down other driver(s) license number, license state, date of birth, insurance information including company name, phone number, agency, policy number and policyholder's name.
- Passengers - Write down name, address and home/work telephone numbers of all passengers in any vehicle involved.
- Witnesses (particularly those not involved in the accident) - Write down name, address and home/work telephone number.
- Vehicles - Write down make, model, color and license plate number of all vehicles involved.

Date and Time of Accident:			*Accident Location: (Street)*
Any injuries?	*( )Yes ( )No ( ) Unknown*		*Accident Location: (City, State)*
Name of Other Driver:			*Driver's License #:*
Driver's Address:			*Driver's Telephone #:*
Name of Owner: (If different than driver)			*Owner Telephone #:*
Owner Address:			*Number of Occupants:*
Name of Insurance Company:			
Policy Number:			*Insurance Company Phone #:*
Vehicle Description:	*Vehicle Type:*	*Make:*	
Year / Model	*Sedan, Truck, etc.*	*Ford, Chevy, etc.*	
License Plate Number:			
	Number	*State*	*Year*

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