

## 1.1 Law Enforcement Agency Role

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1.1.1 (LE1)(M M M M) (LE1) Oath of Office

1.1.2 (LE1)(M M M M) (LE1) Code of Ethics

1.1.3(O O O O) Agency's Participation in Criminal Justice Diversion Programs

1.1.4(M M M M) Consular Notification

## 1.2 Limits of Authority

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- 1.2.1 (LE1)(M M M M) (LE1) Legal Authority Defined
- 1.2.2(M M M M) Legal Authority to Carry/Use Weapons
- 1.2.3 (LE1)(M M M M) (LE1) Compliance with Constitutional Requirements
- 1.2.4 (LE1)(M M M M) (LE1) Search and Seizure
- 1.2.5 (LE1)(M M M M) (LE1) Arrest with/without Warrant
- 1.2.6(M M M M) Alternatives to Arrest
- 1.2.7(M M M M) Use of Discretion
- 1.2.8 (LE1)(M M M M) (LE1) Strip/Body Cavity Search
- 1.2.9 (LE1)(M M M M) (LE1) Bias Policing
- 1.2.10 (LE1)(M M M M) (LE1) Duty to Intervene

## 3.1 Contractual Agreements

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**3.1.1 (LE1)**(M M M M) (LE1) Written Agreement for Services Provided

**3.1.2**(M M M M) Employee Rights

## 4.1 Use of Force

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**4.1.1 (LE1)**(M M M M) (LE1) Use of Reasonable Force

**4.1.2 (LE1)**(M M M M) (LE1) Use of Deadly Force

**4.1.3 (LE1)**(M M M M) (LE1) Warning Shots

**4.1.4 (LE1)**(M M M M) (LE1) Use of Authorized Less Lethal Weapons

**4.1.5 (LE1)**(M M M M) (LE1) Rendering Medical Aid Following Police Actions

**4.1.6 (LE1)**(M M M M) (LE1) Vascular Neck Restrictions

**4.1.7 (LE1)**(M M M M) (LE1) Choke Holds

## 4.2 Use of Force Reporting and Review

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**4.2.1 (LE1)(M M M M) (LE1) Reporting Uses of Force**

**4.2.2 (LE1)(M M M M) (LE1) Written Use of Force Reports and Administrative Review**

**4.2.3 (LE1)(M M M M) (LE1) Operational Assignment**

**4.2.4 (LE1)(M M M M) (LE1) Analyze Reports from Use of Force**

**4.2.5(M M M M) Assault on Sworn Officer Review**

## 4.3 Weapons and Training

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**4.3.1 (LE1)(M M M M) (LE1) Authorization: Weapons and Ammunition**

**4.3.2 (LE1)(M M M M) (LE1) Demonstrating Proficiency with Weapons**

**4.3.3 (LE1)(M M M M) (LE1) Annual/Biennial Proficiency Training**

**4.3.4 (LE1)(M M M M) (LE1) Prerequisites to carrying lethal / less lethal weapons**

**4.3.5(M M M M) Firearms Range**

## 11.1 Organizational Structure

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11.1.1 (LE1)(M M M M) (LE1) Description of Organization

## 11.3 Authority and Responsibility

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**11.3.1 (LE1)**(M M M M) (LE1) Responsibility/Authority

**11.3.2**(M M M M) Supervisory Accountability

**11.3.3 (LE1)**(M M M M) (LE1) Notify CEO of Incident with Liability

**11.3.4**(M M M M) Police Action Death Investigations

## 12.1 Direction

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**12.1.1 (LE1)**(M M M M) (LE1) CEO Authority and Responsibility

**12.1.2 (LE1)**(M M M M) (LE1) Command Protocol

**12.1.3 (LE1)**(M M M M) (LE1) Obey Lawful Orders

**12.1.4**(O O O O) Functional Communication/Cooperation

## 12.2 Written Directives

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12.2.1 (LE1)(M M M M) (LE1) The Written Directive System

12.2.2 (LE1)(M M M M) (LE1) Dissemination and Storage

## 15.2 Goals and Objectives

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**15.2.1 (LE1)**(M M M M) (LE1) Annual Updating/Goals and Objectives

**15.2.2**(M M M M) System for Evaluation/Goals and Objectives

## 17.4 Accounting

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**17.4.1**(M M M M) Accounting System

**17.4.2 (LE1)**(M M M M) (LE1) Cash Fund/Accounts Maintenance

**17.4.3**(M M M M) Independent Audit

## 17.5 Agency Property

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**17.5.1**(M M M M) Inventory and Control

**17.5.2 (LE1)**(M M M M) (LE1) Operational Readiness

## 21.2 Classification

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**21.2.1**(N/A O O O) Classification Plan

**21.2.2 (LE1)**(M M M M) (LE1) Job Description Maintenance and Availability

**21.2.3**(O O O O) Position Management System

**21.2.4**(N/A O M M) Workload Assessments

## 22.1 Compensation and Benefits

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**22.1.1**(M M M M) Salary Program

**22.1.2**(M M M M) Leave Program

**22.1.3 (LE1)**(M M M M) (LE1) Benefits Program

**22.1.4**(O O M M) Personnel Support Services Program

**22.1.5 (LE1)**(M M M M) (LE1) Victim Witness Services/Line of Duty Death

**22.1.6**(M M M M) Employee Appearance, Clothing and Equipment

**22.1.7**(O O O O) Employee Assistance Program

**22.1.8 (LE1)**(M M M M) (LE1) Employee Identification

**22.1.9 (LE1)**(M M M M) (LE1) Military Deployment and Reintegration

**22.1.10**(M M M M) Bonding/Liability Protection

## 22.2 Conditions of Work

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**22.2.1**(M M M M) Physical Examinations

**22.2.2 (LE1)**(M M M M) (LE1) General Health and Physical Fitness

**22.2.3**(O O O O) Fitness and Wellness Program

**22.2.4**(O O O O) Off-Duty Employment

**22.2.5 (LE1)**(M M M M) (LE1) Extra-Duty Employment

## 22.4 Grievance Procedures

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**22.4.1 (LE1)**(M M M M) (LE1) Grievance Procedures

**22.4.2**(M M M M) Coordination/Control of Records

**22.4.3**(M M M M) Annual Analysis

## 26.1 Disciplinary Procedures

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**26.1.1 (LE1)**(M M M M) (LE1) Code of Conduct

**26.1.2**(O O O O) Employee Awards

**26.1.3 (LE1)**(M M M M) (LE1) Harassment

**26.1.4 (LE1)**(M M M M) (LE1) Disciplinary System

**26.1.5**(M M M M) Role and Authority of Supervisors

**26.1.6**(M M M M) Appeal Procedures

**26.1.7**(M M M M) Termination Procedures

**26.1.8**(M M M M) Records

## 26.2 Internal Affairs Organizational Integrity

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**26.2.1 (LE1)**(M M M M) (LE1) Complaint Investigation

**26.2.2 (LE1)**(M M M M) (LE1) Records, Maintenance and Security

**26.2.3**(M M M M) CEO, Direct Accessibility

**26.2.4 (LE1)**(M M M M) (LE1) Complaint/Commendation Registering Procedures

**26.2.5**(M M M M) Annual Statistical Summaries; Public Availability

## 26.3 Complaint Procedures

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**26.3.1**(M M M M) Complaint Types

**26.3.2 (LE1)**(M M M M) (LE1) CEO, Notification

**26.3.3 (LE1)**(M M M M) (LE1) Investigation Time Limits

**26.3.4**(M M M M) Informing Complainant

**26.3.5 (LE1)**(M M M M) (LE1) Statement of Allegations/Rights

**26.3.6**(M M M M) Submission to Tests, Procedures

**26.3.7**(M M M M) Relieved from Duty

**26.3.8**(M M M M) Conclusion of Fact

## 31.2 Equal Employment Opportunity and Recruitment

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**31.2.1 (LE1)(M M M M) (LE1) Recruitment Plan**

**31.2.2(M M M M) Annual Analysis**

**31.2.3(M M M M) Equal Employment Opportunity Plan**

## 31.4 Professional and Legal Requirements

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**31.4.1 (LE1)**(M M M M) (LE1) Selection Process Described

**31.4.2**(M M M M) Job Relatedness

**31.4.3**(M M M M) Uniform Administration

**31.4.4**(M M M M) Candidate Information

**31.4.5**(M M M M) Notification of Ineligibility

**31.4.6**(M M M M) Records

**31.4.7 (LE1)**(M M M M) (LE1) Selection Criteria

**31.4.8**(M M M M) Sworn Appointment Requirements

## 31.5 Selection Practices and Procedures

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**31.5.1 (LE1)**(M M M M) (LE1) Background Investigations

**31.5.2**(M M M M) Training

**31.5.3**(M M M M) Truth Verification

**31.5.4**(M M M M) Conducted by Certified Personnel

**31.5.5**(M M M M) Use of Results

**31.5.6**(M M M M) Medical Examinations

**31.5.7 (LE1)**(M M M M) (LE1) Emotional Stability/Psychological Fitness Examinations

## 33.1 Administration

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**33.1.1**(N/A O O O) Training Committee

**33.1.2**(M M M M) Training Attendance Requirements

**33.1.3**(O O O O) Outside Training Reimbursement

**33.1.4**(M M M M) Lesson Plan Requirements

**33.1.5 (LE1)**(M M M M) (LE1) Remedial Training

**33.1.6 (LE1)**(M M M M) (LE1) Employee Training Record Maintenance

**33.1.7**(M M M M) Training Class Records Maintenance

## 33.4 Recruit Training

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**33.4.1 (LE1)(M M M M) (LE1) Recruit Training Required**

**33.4.2 (LE1)(M M M M) (LE1) Recruit Training Program**

**33.4.3 (LE1)(M M M M) (LE1) Field Training Program**

**33.4.4 (LE1)(M M M M) (LE1) Limited Function Alternate Training Requirements**

## 33.5 In-Service, Shift Briefing, and Advanced Training

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**33.5.1 (LE1)(M M M M) (LE1) Annual In-Service Training Program**

**33.5.2(O O O O) Shift Briefing Training**

**33.5.3 (LE1)(M M M M) (LE1) Accreditation Process Orientation**

**33.5.4(O O O O) Accreditation Manager Training**

## 33.6 Specialized In-Service Training

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**33.6.1**(M M M M) Specialized Training

**33.6.2 (LE1)**(M M M M) (LE1) Tactical Team Training Program

## 33.8 Career Development and Education

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**33.8.1**(O O O O) Training for Career Development Personnel

**33.8.2 (LE1)**(M M M M) (LE1) Skill Development Training Upon Promotion

**33.8.3**(O O O O) Career Development Program

**33.8.4**(O O O O) Education Incentives

## 34.1 Professional and Legal Requirements

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**34.1.1 (LE1)**(M M M M) (LE1) Agency Role, Authority and Responsibility

**34.1.2**(M M M M) Promotional Process Described

**34.1.3**(M M M M) Job Relatedness

**34.1.4**(M M M M) Promotional Announcement

**34.1.5**(M M M M) Eligibility Lists

**34.1.6**(M M M M) Promotional Probation

## 35.1 Administration

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**35.1.1**(M M M M) Performance Evaluation System

**35.1.2 (LE1)**(M M M M) (LE1) Annual Evaluation

**35.1.4**(M M M M) Evaluation Criteria

**35.1.5**(M M M M) Evaluation Components

**35.1.6**(M M M M) Unsatisfactory Performance

**35.1.7**(M M M M) Employee Consultation

**35.1.8**(O O O O) Rater Evaluation

**35.1.9 (LE1)**(M M M M) (LE1) Personnel Early Intervention System

## 40.2 Criminal Intelligence Analysis

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**40.2.1** (M M M M) Criminal Intelligence Data Collection

**40.2.2** (M M M M) Intelligence Analyses Procedures

**40.2.3 (LE1)** (M M M M) (LE1) Criminal Intelligence Procedures

## 41.1 Administration

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**41.1.1**(M M M M) Shift/Beat Assignment

**41.1.2**(M M M M) Shift Briefing

**41.1.3**(M M M M) Special-Purpose Vehicles

**41.1.4**(M M M M) Agency Service Animals

**41.1.5 (LE1)**(M M M M) (LE1) Police Service Canines

## 41.2 Operations

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**41.2.1 (LE1)(M M M M) (LE1) Responding Procedures**

**41.2.2 (LE1)(M M M M) (LE1) Pursuit of Motor Vehicles**

**41.2.3 (LE1)(M M M M) (LE1) Roadblocks and Forcible Stopping**

**41.2.4 (LE1)(M M M M) (LE1) Notification Procedures**

**41.2.5 (LE1)(M M M M) (LE1) Missing Persons**

**41.2.6 (LE1)(M M M M) (LE1) Missing Children**

**41.2.7 (LE1)(M M M M) (LE1) Mental Health Issues**

## 41.3 Equipment

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**41.3.1**(M M M M) Patrol Vehicles Lights,Sirens

**41.3.2 (LE1)**(M M M M) (LE1) Equipment Specification/Replenishment

**41.3.3**(M M M M) Occupant Safety Restraints

**41.3.4**(O O O O) Authorized Personal Equipment

**41.3.5 (LE1)**(M M M M) (LE1) Protective Vests

**41.3.6 (LE1)**(M M M M) (LE1) Protective Vests/Pre-Planned, High Risk Situations

**41.3.7**(M M M M) Mobile Data Access

**41.3.8 (LE1)**(M M M M) (LE1) In-Car and/or Body-Worn Audio/Video

**41.3.9**(M M M M) License Plate Recognition Systems

## 42.1 Administration

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**42.1.1**(M M M M) On-Call Schedule

**42.1.2**(M M M M) Case-Screening System

**42.1.3 (LE1)**(M M M M) (LE1) Case File Management

**42.1.4**(M M M M) Accountability, Preliminary/Follow-Up Investigations

**42.1.5**(O O O O) Habitual/Serious Offenders

## 42.2 Operations

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**42.2.1 (LE1)**(M M M M) (LE1) Preliminary Investigations Steps

**42.2.2**(M M M M) Follow-Up Investigations Steps

**42.2.3**(M M M M) Communication with Patrol Personnel

**42.2.4**(M M M M) Investigative Task Forces

**42.2.5**(M M M M) Deception Detection Examinations

**42.2.6 (LE1)**(M M M M) (LE1) Informants

**42.2.7**(O O O O) Cold Cases

**42.2.8 (LE1)**(M M M M) (LE1) Interview Rooms

**42.2.9**(M M M M) Line-ups

**42.2.10**(M M M M) Show-ups

## 43.1 Administration and Operations

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**43.1.1 (LE1)**(M M M M) (LE1) Complaint Management

**43.1.2**(M M M M) Records, Storage and Security

**43.1.3**(O O M M) Confidential Funds

**43.1.4**(M M M M) Equipment, Authorization and Control

**43.1.5 (LE1)**(M M M M) (LE1) Covert Operations

## 44.1 Administration

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**44.1.1 (LE1)(M M M M) (LE1) Juvenile Operations Policy**

**44.1.2(O O O O) Policy Input, Others**

**44.1.3(O O O O) Annual Program Review**

## 44.2 Operations

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**44.2.1 (LE1)(M M M M) (LE1) Handling Offenders**

**44.2.2 (LE1)(M M M M) (LE1) Procedures for Custody**

**44.2.3 (LE1)(M M M M) (LE1) Custodial Interrogation and Non-Custodial Interviews**

**44.2.4(M M M M) School Services Programs**

**44.2.5(O O O O) Community Youth Programs**

## 46.1 Critical Incidents

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**46.1.1 (LE1)**(M M M M) (LE1) Planning Responsibility

**46.1.2 (LE1)**(M M M M) (LE1) All Hazard Plan

**46.1.3 (LE1)**(M M M M) (LE1) Command Function

**46.1.4 (LE1)**(M M M M) (LE1) Operations Function

**46.1.5 (LE1)**(M M M M) (LE1) Planning Function

**46.1.6 (LE1)**(M M M M) (LE1) Logistics Function

**46.1.7 (LE1)**(M M M M) (LE1) Finance/Administration Function

**46.1.8**(M M M M) Equipment Inspection

**46.1.9 (LE1)**(M M M M) (LE1) All Hazards Plan Training

**46.1.10 (LE1)**(M M M M) (LE1) Active Threats

**46.1.11**(O O O O) Personnel Identification

**46.1.12**(O O M M) Crowd Control Response Training

**46.1.13 (LE1)**(M M M M) Continuity of Operations Plan

## 46.2 Special Operations

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**46.2.1**(M M M M) Special Operations Activities

**46.2.2**(M M M M) Tactical Team Selection

**46.2.3**(M M M M) Tactical Team Equipment

**46.2.4**(M M M M) Crisis Negotiator Selection

**46.2.5**(M M M M) Search and Rescue

**46.2.6**(M M M M) VIP Security Plan

**46.2.7 (LE1)**(M M M M) (LE1) Special Events Plan

**46.2.8**(O O M M) Event Deconfliction Process

## 46.3 Homeland Security

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**46.3.1** (O O O O) Providing Awareness Information

**46.3.2 (LE1)** (M M M M) (LE1) Hazmat Awareness

## 54.1 Public Information

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**54.1.1**(O O O O) Activities

**54.1.2**(O O O O) Policy Input

**54.1.3 (LE1)**(M M M M) (LE1) Media Access

**54.1.4**(O O O O) Public Information Officer Training

## 61.1 Traffic Enforcement

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**61.1.1**(O M M M) Selective Enforcement Activities

**61.1.2 (LE1)**(M M M M) (LE1) Uniform Enforcement Procedures

**61.1.4 (LE1)**(M M M M) (LE1) Informing The Violator

**61.1.5 (LE1)**(M M M M) (LE1) Uniform Enforcement Policies

**61.1.6**(O O O O) Enforcement Practices

**61.1.7 (LE1)**(M M M M) (LE1) Stopping/Approaching

**61.1.8**(M M M M) Speed-Measuring Devices

**61.1.9**(N/A O O O) Impaired Driver Enforcement Program

**61.1.10 (LE1)**(M M M M) (LE1) DUI Procedures

**61.1.11**(O O O O) License Reexamination Referrals

**61.1.12**(M M M M) Parking Enforcement

## 61.3 Traffic Direction and Control

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**61.3.1**(O O O O) Traffic Engineering

**61.3.2 (LE1)**(M M M M) (LE1) Direction/Control Procedures

**61.3.3 (LE1)**(M M M M) (LE1) Escorts

**61.3.4**(O O O O) School Crossing Guards

## 61.4 Ancillary Services

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**61.4.1 (LE1)(M M M M) (LE1) Motorist Assistance**

**61.4.2 (LE1)(M M M M) (LE1) Hazardous Roadway Conditions**

**61.4.3 (LE1)(M M M M) (LE1) Towing**

**61.4.4(O O O O) Traffic Safety Materials**

## 70.1 Transport Operations

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**70.1.1 (LE1)**(M M M M) (LE1) Pre-transport Detainee Searches

**70.1.2 (LE1)**(M M M M) (LE1) Searching Transport Vehicles

**70.1.3**(M M M M) Procedures, Transporting by Vehicle

**70.1.4**(M M M M) Interruption of Transport

**70.1.5**(M M M M) Detainee Communication

**70.1.6 (LE1)**(M M M M) (LE1) Procedures, Transport Destination

**70.1.7 (LE1)**(M M M M) (LE1) Procedures, Escape

**70.1.8 (LE1)**(M M M M) (LE1) Notify Court of Security Risks

## 70.2 Restraining Devices

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### 70.2.1 (LE1)(M M M M) (LE1) Detainee Restraint Methods

## 70.4 Transport Equipment

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**70.4.1** (M M M M) Vehicle Safety Barriers

**70.4.2 (LE1)** (M M M M) (LE1) Rear Compartment Modifications

## 71.1 Authorization

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71.1.1 (LE1)(M M M M) (LE1) Designate Rooms or Areas

## 71.2 Training

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### 71.2.1 (LE1)(M M M M) (LE1) Training of Personnel

## 71.3 Detainee Processing and Control

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**71.3.1 (LE1)**(M M M M) (LE1) Procedures

**71.3.2**(M M M M) Immovable Objects

**71.3.3 (LE1)**

(M M M M) (LE1) Security in Designated Temporary Detention Processing, and Testing Rooms/Areas

## 71.4 Temporary Detention Facility Conditions

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**71.4.1 (LE1)(M M M M) (LE1) Physical Conditions**

**71.4.2 (LE1)(M M M M) (LE1) Fire Prevention/Suppression**

**71.4.3 (LE1)(M M M M) (LE1) Inspections**

## 74.1 Records

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**74.1.1 (LE1)**(M M M M) (LE1) Information, Recording

**74.1.2**(M M M M) Execution/Attempt Service, Recording

**74.1.3**(M M M M) Warrant/Wanted Person Procedures

## 81.2 Operations

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**81.2.1 (LE1)**(M M M M) (LE1) 24-Hour, Toll-Free Service

**81.2.2 (LE1)**(M M M M) (LE1) Continuous, Two-Way Capability

**81.2.3 (LE1)**(M M M M) (LE1) Recording Information

**81.2.4 (LE1)**(M M M M) (LE1) Radio Communications Procedures

**81.2.5 (LE1)**(M M M M) (LE1) Access to Resources

**81.2.6 (LE1)**(M M M M) (LE1) Calls for Service Information Victim/Witness Calls

**81.2.7 (LE1)**(M M M M) (LE1) Recording and Playback

**81.2.8**(M M M M) Local/State/Federal CJI Systems

**81.2.9**(M M M M) Alternative Methods of Communication

**81.2.10 (LE1)**(M M M M) (LE1) Emergency Messages

**81.2.11 (LE1)**(M M M M) (LE1) Misdirected Emergency Calls

**81.2.12**(M M M M) Private Security Alarms

**81.2.13 (LE1)**(M M M M) (LE1) First Aid Over Phone

## 81.3 Facilities and Equipment

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**81.3.1 (LE1)(M M M M) (LE1) Communications Center Security**

**81.3.2 (LE1)(M M M M) (LE1) Alternate Power Source**

**81.3.3(O O M M) Mobile/Portable Radios**

## 82.1 Administration

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**82.1.1 (LE1)**(M M M M) (LE1) Privacy and Security

**82.1.2 (LE1)**(M M M M) (LE1) Juvenile Records

**82.1.3**(O O O O) Records Retention Schedule

**82.1.4**(O O O O) Crime Reporting

**82.1.5**(M M M M) Report Accounting System

**82.1.6 (LE1)**(M M M M) (LE1) Computer File Backup and Storage

## 82.2 Field Reporting and Management

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**82.2.1 (LE1)**(M M M M) (LE1) Field Reporting System

**82.2.2 (LE1)**(M M M M) (LE1) Reporting Requirements

**82.2.3 (LE1)**(M M M M) (LE1) Case Numbering System

**82.2.4**(O O O O) Report Distribution

**82.2.5**(M M M M) Reports by Phone, Mail or Internet

## 82.3 Records

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**82.3.1**(M M M M) Master Name Index

**82.3.2**(O O O O) Index File

**82.3.3**(N/A O M M) Traffic Records System

**82.3.4 (LE1)**(M M M M) (LE1) Traffic Citation Maintenance

**82.3.5**(N/A O O O) Operational Component Record

**82.3.6**(M M M M) ID Number and Criminal History

## 83.1 Administration

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83.1.1 (LE1)(M M M M) (LE1) 24-Hour Availability

## 83.2 Operations

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**83.2.1 (LE1)**(M M M M) (LE1) Guidelines and Procedures

**83.2.2**(M M M M) Photography, Video and Audio Evidence

**83.2.3**(M M M M) Fingerprinting

**83.2.4 (LE1)**(M M M M) (LE1) Equipment and Supplies

**83.2.5**(M M M M) Procedures, Seizure of Electronic Equipment

**83.2.6 (LE1)**(M M M M) (LE1) Report Preparation

## 83.3 Evidence Handling

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**83.3.1** (M M M M) Collecting from Known Source

**83.3.2 (LE1)** (M M M M) (LE1) Evidence, Laboratory Submission

## 84.1 Administration and Operation

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**84.1.1 (LE1)**(M M M M) (LE1) Evidence/Property Control System

**84.1.2 (LE1)**(M M M M) (LE1) Storage and Security

**84.1.3 (LE1)**(M M M M) (LE1) Temporary Security

**84.1.4 (LE1)**(M M M M) (LE1) Security of Controlled Substances, Weapons for Training

**84.1.5 (LE1)**(M M M M) (LE1) Records, Status of Property

**84.1.6 (LE1)**(M M M M) (LE1) Inspections and Reports

**84.1.7**(O O O O) Final Disposition

**84.1.8**(M M M M) Property Acquired through the Civil Process