

JACKSON POLICE DEPARTMENT



POLICY AND PROCEDURE MANUAL

Updated: September 23, 2024 (*section 3.04*)

Updated and Approved by Town Council: November 13, 2023 (*section 9.29*)

Approved by Town Council: January 17, 2023 (*full policy*)



EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT FORM

This handbook is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the Town of Jackson, Jackson Police Department, and the Employee. Additionally, this handbook is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this handbook as it deems necessary, with or without notice. Employment is on an at-will basis.

I have received and read a copy of the Jackson Police Department Policy and Procedures Manual, last updated **September 23, 2024**, and **agree to comply with its provisions and any revisions made to it.**

Signature

Printed Name

Date

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

Cover Page	
Employee Signature Page	
Index.....	
1.0 RESPONSIBILITIES	1-4
1.01 Department member responsibilities.....	1
1.02 Subpoenas, civil suits and/or criminal charges	2
1.03 Supervisor responsibilities generally	2
1.04 Sergeant's responsibilities	3
1.05 Corporal's responsibilities.....	4
1.06 Evidence technician responsibilities	4
2.0 APPEARANCE AND EQUIPMENT.....	5-11
2.01 Professional appearance.....	5
2.02 Uniform	5
2.03 Body Worn Camera	8
3.0 EMPLOYEE RECOGNITION	12-14
3.01 Purpose	12
3.02 Honor board composition.....	12
3.03 Award and commendation submittal	12
3.04 Classification of awards	12
3.05 Selection process	14
4.0 MEDIA RELATIONS	15-18
4.01 Policy	15
4.02 Procedures	15
4.03 Information release guidelines	17
4.04 Media credentials	17
4.05 Alternative methods to disseminate information.....	18
5.0 SOCIAL MEDIA	19-21
5.01 Purpose	19
5.02 Policy	19
5.03 Definitions.....	19
5.04 On-the-job use	20
5.05 Personal use.....	21
6.0 ADMINISTRATION	23-31
6.01 Off-duty employment	23
6.02 Temporary light-duty assignment.....	23
6.03 Eligibility for promotion	25
6.04 Promotion selection process	26

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

6.05 Demotion in rank or termination of employment	28
6.06 Field training officer (FTO) program	28
6.07 Work environment.....	30
6.08 Physical Training (workouts)	30
7.0 INVESTIGATIONS OF COMPLAINTS AND ALLEGED MISCONDUCT	32-37
7.01 Community relationship	32
7.02 Primary goal	32
7.03 Accountability	32
7.04 Procedure.....	32
7.05 Exoneration	32
7.06 Filing a complaint	32
7.07 Fact finding.....	33
7.08 Non-native speaker complaints	34
7.09 Log documentation	34
7.10 Complaints initiated by a member of the department	34
7.11 Processing complaints.....	35
7.12 Suspension or reassignment	35
7.13 Procedure for administrative review	35
7.14 Procedure for internal investigation	36
7.15 Allegations of criminal activity	36
7.16 Advisement of rights	36
7.17 Investigative report.....	37
7.18 Disciplinary procedure	37
8.0 BACKGROUND INVESTIGATIONS	38-39
8.01 Process on entry level applicants.....	38
8.02 Scope of investigation	38
8.03 Final hiring decision	38
8.04 Reporting	39
8.05 Completed background files	39
9.0 OPERATIONS	40-87
9.01 Operations defined	40
9.02 Patrol – traffic enforcement general requirements.....	40
9.03 Traffic collisions	41
9.04 Issuance of citations.....	42
9.05 Officer serious injury or fatality	42
9.06 Supervisory responsibilities at the scene.....	44
9.07 Vehicle inventories.....	44
9.08 Spanish language stipend	44

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

9.09 Crowd Management	45
9.10 Crime scenes	52
9.11 Forced blood samples	53
9.12 Unattended deaths and dead bodies.....	54
9.13 Sexual assault investigations.....	54
9.14 Juvenile custody, detention, shelter care	55
9.15 Mental health detention (Title 25)	58
9.16 Missing persons/child abductions.....	60
9.17 Winter maintenance (snow tow ordinance)	65
9.18 Surreptitious audio and video recording of employees.....	66
9.19 Cell phones.....	67
9.20 Ground transportation.....	67
9.21 Robbery alarm response	68
9.22 Burglary alarm response	69
9.23 DUI or impaired driving.....	69
9.24 Airport operations.....	71
9.25 Prescription drug drop box	71
9.26 Court security.....	72
9.27 Forced entry.....	74
9.28 NCIC and RMS requirements	75
9.29 License plate reader technology (LPR).....	76
9.30 Suspected opioid drug overdose treatment	85
9.31 Found property	87
10.0 ARRESTS.....	88-91
10.01 Documentation	88
10.02 Decision to arrest.....	88
10.03 Securing arrestees.....	88
10.04 Restraint devices.....	89
10.05 Searching arrestee	89
10.06 Cavity searches	89
10.07 Transportation of arrestees	89
10.08 Emergency situation while transporting arrestees	89
10.09 Escape of arrestee being transported.....	89
10.10 Transportation of disabled, sick, or injured arrestees	90
10.11 Off-duty arrests.....	90
10.12 Use of airport custody bench.....	90
11.0 FORCE RESPONSE	92-111
11.01 Purpose	92

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

11.02 Policy	92
11.03 Definitions	92
11.04 General Provisions	93
11.05 De-escalation	94
11.06 Use of less lethal force	94
11.07 Use of deadly force	94
11.08 Training	94
11.09 Departmental approved force responses	95
11.10 Procedures for approved force response	95
11.11 Supervisor notification required	107
11.12 Officer responsibility, supervisor response, and documentation requirements	107
11.13 Post deadly force response	110
11.14 Use of force reviews	111
12.0 OPERATION OF VEHICLES	112-122
12.01 Compliance of laws	112
12.02 Safety belt use.....	112
12.03 Operation of extraneous equipment while driving.....	112
12.04 Vehicle idling	112
12.05 Respond to calls for service	112
12.06 Choosing level of response	112
12.07 Levels of response options.....	112
12.08 Emergency lights and sirens.....	113
12.09 Adjust response per changing nature of call.....	113
12.10 Officer responsibility while driving in response to an emergency	113
12.11 Personally assigned vehicle (PAV) guidelines	113
12.12 Unmarked police vehicles traffic stops.....	115
12.13 In-car video cameras	116
12.14 Pursuits	116
12.15 Crashes involving town vehicles	121
13.0 RADAR AND LIDAR	123
13.01 Goal	123
13.02 Liaison	123
13.03 Training	123
13.04 Maintenance	123
14.0 TACTICAL TEAM	124
14.01 Availability of team members	124
14.02 Wide range of services.....	124

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

14.03 Physical fitness	124
14.04 Selection process	124
14.05 Evaluations.....	124
14.06 Participation.....	124
15.0 POLICE MARKSMAN/OBSERVER.....	125-127
15.01 Purpose	125
15.02 Policy	125
15.03 Definitions.....	125
15.04 Procedures	125
16.0 BOMB TEAM	128-129
16.01 Duties and responsibilities	128
16.02 Assignments	128
16.03 Training	129
17.0 TERRORISTIC THREATS	130-136
17.01 Purpose	130
17.02 Bomb or terroristic threat received	130
17.03 Incident command	130
17.04 Non-specific threat	130
17.05 Specific threat	131
17.06 Suspicious package	131
17.07 Points to remember	131
17.08 Identifying and assessing biological threats.....	132
17.09 Potential threat scenarios.....	133
17.10 Decontamination	134
Terroristic threat quick reference guide	134
Biological Threat flow chart.....	136
18.0 CRISIS NEGOTIATION TEAM	137-141
18.01 Policy	137
18.02 Definitions.....	137
18.03 Mission statement	137
18.04 Goal	137
18.05 Team member qualifications	137
18.06 Hostage situation: initial response	137
18.07 If suspect/hostages become mobile	139
18.08 Suspect demands	139
18.09 Negotiations.....	139
19.0 ANIMAL CONTROL	123-145
19.01 Town ordinance	142

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

19.02 State statute.....	142
19.03 Quarantines	142
19.04 Dog bite procedure	142
19.05 Cats	142
19.06 Wild animals.....	142
19.07 Destruction and handling of animals	143
19.08 Animal control chemical capture	143
20.0 MOUNTED PATROL	146-148
20.01 Selection process	146
20.02 Mounted unit assignments	147
20.03 Horse care and maintenance	147
20.04 Mounted uniforms and equipment	148
20.05 Recognized uses of mounted patrol	148
20.06 Training	148
21.0 CANINE UNIT.....	149-153
21.01 Supervision.....	149
21.02 Training	149
21.03 Handler qualifications	149
21.04 Initial and in-service training.....	149
21.05 Performance standards.....	149
21.06 Handler responsibilities	150
21.07 Unit trainer responsibilities	150
21.08 Unit supervisor responsibilities.....	151
21.09 Canine teams general patrol duties	151
21.10 Shifts and call outs	151
21.11 Deployment of canine units.....	151
21.12 Required reports	151
21.13 Responsibilities of members	152
21.14 Mutual aid requests from other agencies.....	152
21.15 Canine injury	152
21.16 Handler incapacitated.....	153
21.17 Training aids utilizing controlled substances	153
21.18 Canine handler vehicle.....	153
21.19 Dismissal from the canine unit	153
22.0 BIKE PATROL	154-155
22.01 Utilization of bike patrol	154
22.02 Training	154
22.03 Selection process	154

Jackson Police Department
Policy and Procedures Manual

Table of Contents

September 2024

22.04 Equipment.....	154
22.05 Bike patrol.....	154
22.06 Enforcement contacts.....	155
23.0 Drug Recognition Expert	156
23.1 Utilization of DRE	156
23.2 Controlled environment.....	156
23.3 The drug influence evaluation	156
23.4 Call out procedure	156
24.0 ELECTRIC MOTORCYCLE PROGRAM.....	157-162
24.01 Purpose	157
24.02 Goal	157
24.03 Initial motorcycle program entry	157
24.04 Motorcycle use restrictions	157
24.05 Required Motorcycle inspections	157
24.06 General maintenance and cleaning	157
24.07 Towing and /or transport of motorcycles.....	158
24.08 Required gear and equipment	158
24.09 Motorcycle call numbers	159
24.10 Assignments.....	159
24.11 Health restrictions.....	159
24.12 Weather	159
24.13 Road Supervision	159
24.14 Traffic enforcement	159
24.15 Use of speed measuring devices.....	160
24.16 Vehicle pursuits and general operation.....	160
24.17 Training	161
24.18 Safety Motor Officer	161
25.0 IN CRISIS OR MENTALLY ILL INDIVIDUALS	163-165
25.01 Purpose	163
25.02 Goal	163
25.03 Definitions.....	163
25.04 Procedures	163
26.0 FIREARMS	166-169
26.01 Purpose	166
26.02 Policy.....	166
26.03 Definitions.....	166
26.04 Procedures	166

1.0 RESPONSIBILITIES

1.01 DEPARTMENT MEMBER RESPONSIBILITIES

- A. The policies and procedures of the Jackson Police Department (Department) and of the Town of Jackson apply to all Department members (members), both sworn and non-sworn. Any violation of Department policies and procedures, or Town of Jackson policies and procedures may subject members to disciplinary action. If there is a conflict between the Departments policies and procedures and the Town of Jackson Policy Manual, or policies established by the Town Manager, the Town of Jackson Policy Manual, or policies established by the Town Manager, take precedence.
- B. Any violation of Federal, State, or Municipal law may be a violation of Department policy.
- C. Members of the Department are expected to be at their assigned post prepared to go on duty at the start of their shift.
- D. Uniforms and equipment are to be in clean and serviceable condition when reporting to work.
- E. Members are to be in physical and mental condition to deal with the rigorous and uncertain demands of police work.
- F. Members shall always conduct themselves, both on and off duty, in a manner that is not unbecoming, and reflects favorably upon the Department. Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Department, or any conduct which has a tendency to adversely affect, lower, or destroy public respect and confidence in the Department, or any member. Conduct unbecoming also includes any conduct which brings the agency or any member into disrepute or brings discredit upon the agency, or any member. Employees shall always conduct themselves, both on and off duty, in a manner which reflects favorably upon the Department.
- G. Members are to remain productive and active throughout their shift.
- H. Members are expected to comply with all lawful instructions and orders given to them by a supervisor. If an instruction or order conflicts with a previously given order, the member is to bring that to the attention of the supervisor giving the new order who is responsible for resolving the conflict.
- I. If requested by any individual, members shall identify themselves by providing their name, badge or employee number, and police identification.
- J. Members shall incorporate the Town of Jackson values and principles into their daily policing activities.
- K. Members are expected to meet the minimum requirements of their position as defined by their job description, performance plan, and evaluations. Failure to meet the minimum requirements may result in termination or demotion.
- L. Members suffering from an off-duty injury or illness that prohibits their ability to fulfill the duties of their job description must immediately notify their immediate supervisor. Members who are unable to perform their duties will not be allowed to return to full duty until cleared to return to duty in writing by a licensed physician.
- M. No member shall report to work or be on duty when their judgement or physical condition has been impaired by alcohol, medication, or other substances.

- N. Members must report the use of any substance, condition, or circumstance prior to reporting for duty that would likely impair their ability to perform as a law enforcement officer.
- O. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that a member is using and/or under the influence of drugs or alcohol.
- P. Use of Alcohol
 - 1. Members shall not consume any intoxicating beverage while on duty unless authorized by a supervisor.
 - 2. No alcoholic beverage shall be served or consumed on Department premises or in vehicles owned by the Town of Jackson.
 - 3. No member who has a measurable amount of alcohol in their system may report for duty or be in physical control of a Town of Jackson vehicle.
- Q. Members shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or subversion of government outside of an authorized Departmental criminal investigation.

1.02 SUBPOENAS, CIVIL SUITS, AND/OR CRIMINAL CHARGES

- A. Any member who receives a civil subpoena to appear as a defendant or witness in any civil action related to any circumstances arising from the performance of their duties shall immediately inform the Operations Lieutenant and the Chief of Police.
- B. Prior to any member initiating any civil action resulting from their employment with the Town, they shall notify the Chief of Police.
- C. Any member who is arrested, cited, or comes under investigation for any criminal offense, or is otherwise charged with any violation of Federal, State, or Municipal law must inform the Operations Lieutenant and/or the Chief of Police as soon as reasonably possible.
- D. Any member or division of the Department that receives a subpoena to produce documents related to any Department record shall immediately notify the Operations Lieutenant and provide a copy of the subpoena to the Operations Lieutenant, who will immediately notify the Town Attorney. The Town Attorney will make the determination as to whether the documents will be produced. No documents shall be released until authorized by the Town Attorney.

1.03 SUPERVISOR RESPONSIBILITIES GENERALLY

- A. Supervisors are expected to incorporate the principles learned in first-line supervision training into their leadership practices and into staff management and development.
- B. Supervisors are to work towards achieving the four main goals of supervisors:
 - 1. Achieving maximum productivity from members
 - 2. Maintaining high morale
 - 3. Developing members to do their jobs better and to assume leadership roles
 - 4. Serving as a communications conduit between administration and line members, between line members and administration, and amongst their peers
- C. Supervisors are to serve as role models as workers and leaders.
- D. Supervisors shall foster community-oriented policing practices within their subordinates and encourage, facilitate, and develop self-initiated problem-solving skills with them.
- E. Supervisors are to recognize members for their successes and correcting performance deficiencies. Supervisors are expected to focus on the behavior, rather than the person, to achieve maximum results.

1.04 SERGEANT RESPONSIBILITIES

- A. Sergeants are to ensure that subordinates are prepared to go on duty and that equipment is kept in serviceable condition. Cars, equipment, and uniforms should be routinely inspected for signs of damage or the need for replacement.
- B. Sergeants are to ensure that subordinates are conducting their affairs in a manner that meets the standards of the Department and follows the Department and Town values and principles.
- C. Sergeants are to conduct their supervisory and personal affairs in a manner that exceeds the standards of the Department and Town.
- D. Sergeants are expected to lead, coach, and support subordinates, provide backup when necessary, and to serve as an informational resource.
- E. Sergeants are to evaluate subordinates work product to ensure that reports are complete and accurate, to recommend changes, and to approve reports when complete.
- F. Sergeants shall document performance, training, and corrective measures for each subordinate under their supervision using the Supervisor Situation Reporting (SSR) program.
- G. Sergeants are to complete performance evaluations and performance plans on subordinates according to the schedule prescribed by the Chief of Police.
- H. Sergeants have primary oversight of the patrol schedule and are charged with ensuring minimum staffing levels are met while still providing paid time off when the schedule allows.
- I. Sergeants have primary responsibility to immediately notify the Chief of Police and the Operations Lieutenant of any high liability incidents or incidents that might cause increased scrutiny or media attention.

1.05 CORPORAL RESPONSIBILITIES

- A. Corporals are supervisors and are expected to conduct themselves as role models and leaders at all times.
- B. Corporals are team supervisors in the absence of the team Sergeant.
- C. Even when the team Sergeant is on duty, Corporals are expected to monitor, coach, and direct members with the goal of getting maximum quality and productivity from each member of the Department.
- D. Corporals shall act as the primary field training officer for the Department.
- E. Corporals shall work in conjunction with their team Sergeant to foster a cohesive, team-oriented approach to policing.
- F. Corporals shall perform other duties as assigned.

1.06 EVIDENCE TECHNICIAN RESPONSIBILITIES

- A. The Evidence Technician is responsible for the secure storage, release, and accurate record keeping of all evidence items booked into the Department.
- B. The Evidence Technician and the Investigations supervisor, or their designee, shall act as the Department Evidence Technicians. No other members of the Department or the public will be authorized to access secure evidence storage areas without an escort by an Evidence Technician.

- C. In an instance of a prolonged absence of both Evidence Technicians, a third member of the Department may be granted permission to act as a temporary Evidence Technician at the direction of the Operations Lieutenant or the Chief of Police.
- D. The door to the Department evidence room will be secured with an electronic lock that requires both a pass code and an access card to open. This door shall not be permitted to be unsecured when an Evidence Technician is not in the room. Evidence Technicians shall have their pass codes changed in intervals as determined by the Operation Lieutenant. At no time shall an Evidence Technician share their pass code or access card with another person.
- E. Upon the change of assignment of any Evidence Technician, the IT Department shall be immediately notified by the Operations Lieutenant to cancel the prior Evidence Technician's authorizations into the evidence room. This shall include both the pass code and the access card.
- F. At their discretion, the Chief of Police or the Operations Lieutenant may conduct an audit of the evidence room and the procedures related to it, to ensure compliance.

2.0 APPEARANCE AND EQUIPMENT

2.01 PROFESSIONAL APPEARANCE

- A. All members are expected to maintain a professional appearance, to adhere to appropriate appearance and grooming standards, and to dress appropriately for their assignments.
- B. Special circumstances, such as narcotics investigations, may allow the Investigative Supervisor to relax this policy as necessary.

2.02 UNIFORM

- A. The Department issued uniform shall be worn by all Department members assigned to uniformed patrol or any special detail requiring the uniform. The uniform shall be clean and properly pressed and tailored in a way to fit the member appropriately.
- B. Both long and short-sleeved shirts are authorized. The choice of which is worn will remain at the discretion of the member, unless otherwise directed by a supervisor.
- C. For uniformed patrol and community service officers (CSOs), Department patches shall be displayed on the shoulders of each sleeve. They shall be centered on the sleeve and one-half (1/2) inch below the top of the sleeve.
- D. A black or dark blue undershirt or turtleneck shall be worn with the issued patrol uniforms. A white undershirt or black turtleneck shall be worn with the issued CSO uniforms.
- E. All members assigned to a uniform detail shall display their badge and nametag on their uniform shirt. The badge shall be worn above the left breast pocket and the nametag shall be centered along the top of the right breast pocket.
- F. Duty Gear
 - 1. Unless otherwise authorized by the Chief of Police, uniformed members assigned to patrol shall utilize the issued duty belt and carry the issued firearm, handcuffs, pepper spray, collapsible baton, Taser®, three (3) handgun magazines, and a portable radio.
 - 2. Unless otherwise authorized by the Chief of Police, members assigned to the investigations unit shall carry the issued firearm, one (1) pair of handcuffs, two (2) handgun magazines, and shall have their badge in plain view when armed and in uniform.
 - 3. Community Service Officers assigned to patrol duties shall carry the issued portable radio, pepper spray, and baton. Other items may be carried at the discretion of the Chief of Police.
 - 4. The following items may be carried by any members if in black carriers:
 - a. Flashlight ring
 - b. Mini flashlight
 - c. Medical gloves
 - d. Cellular telephone
 - e. Multi-purpose type tool
 - f. Knife with a blade length of less than four inches
 - 5. Only items authorized by the Chief of Police may be worn on the uniform or carried on the duty belt.

6. Normal tailoring is the only authorized modification to uniform attire. Other modifications of the uniform or equipment must be approved by the Chief of Police.
7. Footwear
 - a. Uniform footwear will consist of black boots capable of being polished or black shoes appropriate for the assignment. The footwear shall present a professional appearance while serving to protect the member's feet. Footwear shall be clean and polished, but a high reflective polish is not required.
 - b. During inclement weather, members are encouraged to wear black colored footwear, but the Department places a higher standard on protection from the elements than on the color of the footwear. During these times, the warmth and protection offered by the footwear shall supersede the color requirement.
8. Headgear
 - a. Headgear is generally not required. Uniformed personnel are authorized to wear their choice of the following:
 - (1) A black knit cap (watchman type)
 - (2) A black baseball type cap issued by the Department with the Department logo or badge.
 - (3) During inclement weather, other headgear may be approved.
 - (4) No headgear displaying symbols or logos other than those of the Department will be approved unless the logo is subdued.
 - b. Supervisors may require uniform headgear for special events when headgear and uniformity are desired for ceremonial purposes.
9. Gloves
 - a. All members are authorized to wear gloves during their duty hours. The preferred color of glove is black; however, work gloves may be used when handling dirty objects and sharp or rough materials.
 - b. During inclement weather, the warmth and protection offered by the gloves shall supersede the color preference. Members are permitted to wear gloves which will keep them warm while still allowing them to perform essential job tasks.
10. Coat/Jackets
 - a. The Department will issue uniformed members a coat or jacket to be utilized at the member's discretion.
 - b. The coat or jacket will have the badge patch affixed over the left side of the chest and the Department patch on each shoulder.
 - c. A raincoat will be issued and can be worn at the member's discretion.
11. Inclement/Extreme Weather
 - a. Uniformed members are authorized to wear black snow pants during periods of inclement weather providing they do not prohibit the member's ability to safely access uniform equipment.
12. Service Stripes
 - a. Service stripes will be earned at a rate of one (1) stripe for every three (3) years of service as a Peace Officer regardless of agency.

- b. Service stripes are to be placed beginning one (1) inch above the cuff line on the left sleeve of the long sleeve uniform shirt with the outside edge aligned with the crease of the sleeve.
 - c. Service stripes are only required to be worn on the dress uniform but may be worn on all long-sleeved uniform shirts if the member desires.
- 13. Medals, insignia, or service ribbons may be worn as authorized by the Chief of Police.
- 14. Body Armor
 - a. The Department will provide every sworn member with body armor upon employment. Should a Department member desire body armor which costs more than the authorized allowance, that armor may be purchased. However, the member will bear the responsibility for the additional cost and must receive prior authorization for the purchase from the Chief of Police.
 - b. All sworn members will wear body armor while working a uniform assignment in public view. When a sworn member is in a non-uniform assignment, in public and readily identifiable as an officer, a supervisor will determine if body armor is required. Body armor shall be worn on other assignments as deemed necessary by a supervisor or written directive.
 - c. The Department recognizes some members may have a physical or medical condition restricting their ability to wear body armor. Any member claiming a restriction will obtain a detailed written justification from a licensed physician describing the condition which prevents the wearing of body armor. When presented with a physician's recommendation to exempt a member from wearing body armor, the Chief of Police will make the final determination as to whether or not the member is exempt from the body armor requirements set forth in this policy.
- 15. Attire for Court Appearances
 - a. Members may wear the Department issued uniform to court or dress professionally in appropriate plain clothes.
 - (1) Male members may wear a business suit or sport coat and slacks with a conservative tie along with suitable footwear.
 - (2) Female members may wear pantsuits, skirted business suits, dresses suitable for a business environment, conservative or understated jewelry, and suitable footwear.
 - (3) If a member has a question regarding what is professional or suitable, the member should seek an interpretation from a supervisor.
 - (4) On occasion, the prosecutor's office may specifically recommend a uniform is or is not to be worn for a specific court appearance. Members will comply with the prosecutor's recommendation.
- 16. Personal Grooming Standards
 - a. Hair
 - (1) Hair shall be neatly styled, clean, combed, off the ear, and of a length not to extend below the collar of the uniform shirt nor lower than three fourths ($\frac{3}{4}$) inch above the top of the eyebrow.

- (2) Longer hairstyles which would normally not conform to the standards outlined in this policy may be pinned up or secured in order to comply while on-duty. If pinned, the hair must be secured at all times while on-duty and shall not interfere with the proper wearing of uniform hats or protective equipment and shall not create a safety hazard. Ponytails are not authorized.
 - (3) No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes that blend with the hair color.
 - (4) Hair may not be dyed other than a natural hair color.
- b. Facial Hair
 - (1) Mustaches are authorized but may not be longer than the lower lip nor extend more than one-half (½) inch past the corner of the mouth.
 - (2) Sideburns may not extend below the earlobe.
 - (3) Goatees and beards are authorized but must be kept neatly trimmed and no longer than one-half (½) inch in length.
 - (4) Facial hair of any type is unauthorized while attending Peace Officer Basic Course at Wyoming Law Enforcement Academy.
 - (5) Facial hair of any type is unauthorized while in "Recruit" status. Upon completion of the Field Training Program, and subsequent promotion to full Peace Officer status, facial hair may be grown.
- c. Jewelry
 - (1) Uniformed members may wear conservative rings, watches, or metal/rubber/silicone "memorial" bracelets so long as they do not interfere with the member's ability to perform their job.
 - (2) In addition, female members may wear one small conservative earring in each ear lobe.
 - (3) No other visible jewelry is authorized.
- d. Tattoos
 - (1) Tattoos are permitted, except on the neck, face, hands, or head.
 - (2) A "ring" tattoo is permitted on the hand for those who prefer not to wear a ring on duty.
 - (3) Tattoos deemed to be contrary to a professional appearance by the Chief of Police must be covered.

2.03 BODY WORN CAMERA

- A. The Department sees the value a body worn camera (BWC) provides to capture evidence, document crime scenes, to protect members and the Department against false claims of misconduct, to identify needs in training, and to ensure policies and procedures of this agency are adhered to while engaged in police services.
- B. Each member assigned to a uniform position will wear a BWC while on duty. Members working in plain clothes should utilize their cameras when the presence of the camera will not compromise the operation. Unless involved in undercover operations plain clothes members shall adhere to the list below.
 - 1. Members shall activate the BWC to "record" mode in the following incidences, providing the member can safely do so:

- a. DUI investigations
 - b. DRE investigations
 - c. Domestic violence investigations
 - d. Presentation of DUI search warrants commanding the suspect to submit to the warrant
 - e. DUI blood draws
 - f. Forced blood draws allowed by policy
 - g. Search warrant entries/clearing
 - h. High risk arrest warrant service
 - i. Any forced entry, if time allows
 - j. Death scenes
 - k. Breach of Peace complaints where citations are issued, or arrests are made
 - l. Prolonged, unwitnessed interviews with members of the opposite sex
 - m. Collisions that involve serious bodily injury
 - n. To document any injuries, or lack of injuries, to parties claiming to be injured by contact with members of the Department
 - o. Any area the member perceives to be high liability
 - p. Anytime a member believes their interaction with someone will lead to a complaint against them or the Department
 - q. When directed by a supervisor
 - r. While engaged in the arrest of a suspect
 - s. While engaged in traffic enforcement related interactions with the public (unless car-camera is recording the contact)
 - t. Any non-consensual contact with an individual who has been seized with reasonable suspicion
- C. Administration: The Department has adopted the use of the BWC to accomplish the following primary objectives:
- a. BWCs allow for accurate documentation of police-public contacts, arrests, investigations, and critical incidents.
 - b. BWCs serve to enhance the accuracy of officer reports and testimony in court.
 - c. BWCs enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
 - d. BWCs are useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
- D. Procedures for BWC Use
- 1. BWCs are issued primarily to uniformed members as authorized by the Department. Members who are assigned BWC equipment must use the equipment unless otherwise authorized by a supervisor.
 - 2. Members shall use only BWCs issued by the Department while in the performance of their duties. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

3. BWC equipment is the responsibility of individual members and will be used with reasonable care to ensure proper functioning, to include regular charging of the batteries of the unit. Equipment malfunctions shall be brought to the attention of the member's supervisor as soon as possible so that a replacement unit may be procured.
 4. Members shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
 5. If a member fails to activate the BWC as directed by this policy, fails to record the entire contact, or interrupts the recording, the member shall document why a recording was not made, was interrupted, or was terminated as part of the official police report.
 6. Civilians shall not be allowed to review the recordings at the scene nor without the consent of a supervisor.
 7. Members shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his or her designee. Members may duplicate recordings for evidentiary purposes and may distribute them to prosecutors when requested but shall not distribute or share recordings outside of the scope of their employment.
 8. Members shall mark all recordings appropriately to ensure the proper retention period on the servers.
 9. Members shall mark all evidentiary recordings as evidence as soon as practical, so they can be retained to assist in the prosecution of criminal cases.
 10. Members are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
 11. If a Member is suspected of wrongdoing, involved in an officer-involved shooting, or other serious use of force, the Department reserves the right to limit or restrict any members from viewing the video file.
 12. Members shall note in official police reports when recordings were made. BWC recordings are not a replacement for written reports.
- E. Restrictions on Using BWCs
1. BWCs shall be used only in conjunction with official law enforcement duties. BWCs shall not generally be used to record:
 - a. Communications with other law enforcement officers without the permission of the Chief of Police.
 - b. Encounters with undercover officers or confidential informants.
- F. Storage
1. All images and sounds recorded by BWCs are the exclusive property of the Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
 2. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training, for use in an investigation, or prosecution.
- G. Supervisory Responsibilities
1. Supervisors shall ensure members equipped with BWCs utilize them in accordance with policy and procedures defined herein.
 2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure the equipment is operating properly, members are using the devices

appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.

3. If a supervisor identifies a significant violation of policy while reviewing BWC recordings, the supervisor shall immediately document the incident in a memorandum and provide a copy of the recording to the Operations Lieutenant.

3.0 EMPLOYEE RECOGNITION

3.01 PURPOSE

- A. Awards have been established to publicly recognize and reward extraordinary, exceptionally meritorious, or conspicuously outstanding acts of valor and other acts or services which are above and beyond what is normally expected.
- B. The Department will also officially recognize private persons or Town employees who perform meritorious acts in aiding or attempting to aid individuals or members of the Department.

3.02 HONORS BOARD COMPOSITION

- A. The Honors Board shall be established and consist of not more than six (6) members from within the Department. A member will be designated by the Chief of Police to chair the board, which shall be comprised of the following:
 - 1. A Sergeant
 - 2. A Corporal
 - 3. A Police Officer
 - 4. A non-sworn employee

3.03 AWARD AND COMMENDATION SUBMITTAL

- A. Any member of the Department may recommend qualified persons for an award. The recommendation is to be in writing and, if available, should be supported by witness statements, videos, audio recordings, and/or other supporting evidence.
- B. The recommendation must include, in detail, the circumstances and actions surround the act and shall be submitted directly to the Honors Board chair.

3.04 CLASSIFICATION OF AWARDS

- A. **Medal of Valor** shall consist of a medal, uniform bar, and certificate presented to any member for the Department that:
 - 1. Exhibited extraordinary bravery far above and beyond that expected in the line of duty, where failure to take such action would not justify censure, where substantial risk to life existed and the Department member was able to perceive the risk, and where the objective is of sufficient importance to justify the risk. If the member is prevented from accomplishing the objective by incurring an injury or death, the act shall be treated as if the member had, in fact, completed the objective.
 - 2. Sustained serious bodily injury or death while saving or attempting to save the life of another person or while preventing or attempting to prevent injury or death to another person.
- B. **Blue Diamond** shall consist of a medal, uniform bar, and certificate presented to any member of the Department sustaining serious bodily injury or fatal wounds as the result of an assault.
- C. **Medal of Bravery** shall consist of a medal, uniform bar, and certificate presented to any member of the Department for an act of extraordinary bravery.

- D. **Medal of Merit** shall consist of a medal, uniform bar, and certificate presented to any member of the Department for an act of outstanding performance or service requiring extreme tenacity of purpose and devotion to duty.
- E. **Lifesaving Award** shall consist of a medal, uniform bar, and certificate presented to any member who renders medical care of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy and does so in a manner that most certainly sustained the person's life.
- F. **Letter of Commendation (LoC)**
 - 1. The LoC is the basic award of the Police Department and must be awarded before higher awards can be made. These LoCs are to recognize work of an employee that goes above and beyond but does not necessarily meet the level required for a higher award.
 - 2. The LoC is issued in conjunction with all higher awards given by the Honors Board. In such cases, it reiterates the reasons for the award and is signed by the Chief of Police. The original will be given to the member. A copy to the Chief of Police, the member's immediate supervisor, and personnel director to be included in the member's personnel file.
 - 3. All LoCs issued by the Board which recognizes a member's efforts will be displayed on the department's bulletin board for a period of one (1) month.
 - 4. LoCs can be recommended by anyone, including the public, for any employee of the Police Department.
 - 5. The following criteria must be met for a Loc:
 - a. Actions that are exemplary or exceptional; or,
 - b. Performance of duties in a manner that demonstrates professionalism, devotion of duty, and dedication to the department's mission; or,
 - c. Exemplary conduct during a field incident or operation; or,
 - d. Outstanding administrative work; or,
 - e. Extraordinary or above and beyond the normal handling of a criminal investigation.
- G. **Letter of Commendation Pin and Medal**
 - 1. After a member accrues ten (10) LoCs, a "Bronze" Letter of Commendation Pin will be awarded.
 - 2. After a member accrues fifteen (15) LoCs, a "Silver" Letter of Commendation Pin will be awarded.
 - 3. After a member accrues twenty (20) LoCs, a "Gold" Letter of Commendation Pin will be awarded.
 - 4. After a member accrues twenty-five (25) LoCs, a Letters of Commendation Medal will be awarded.
- H. **Multiple Medals**, if a member has received two (2) or more of the same medal, a separate medal shall be issued for each award, which is to be centered on the original uniform bar.
- I. **Employee of the Quarter/Year** shall be presented to a member who contributed extraordinary service, who went above and beyond the call of duty, or who has shown

consistent excellent performance. The award will be presented at a departmental meeting and will consist of a personalized item of recognition. In addition, the employee's name will be added to the Employee of the Quarter or Employee of the Year plaque, respectively, which is to be displayed in the Department.

- J. **Master Shooter Award** shall consist of a uniform pin awarded to a member of the Department who shoots ten (10) consecutive perfect scores with the issued handgun.
- K. **Expert Shooter Award** shall consist of a uniform pin awarded to a member of the Department who shoots five (5) consecutive scores of 90% or better with the issued handgun.
- L. **Chief's Special Award**
 - 1. The Chief of Police may, at their sole discretion, bestow special awards to Department members or community members.
 - 2. For Department members, the award shall consist of a certificate and uniform bar.
 - 3. For community members, the award shall consist of a plaque.
 - 4. This award may be presented in three categories:
 - a. **EXCELLENCE** may be given to a person who has demonstrated outstanding dedication to duty or community service.
 - b. **INNOVATION** may be given to a person who has demonstrated a level of originality and success in problem solving as it relates to Department operation or community quality-of-life issues.
 - c. **INTEGRITY** may be given to a person who demonstrates through specific, articulable actions an outstanding level of moral courage in resolving a police-related issue.

3.05 SELECTION PROCESS

- A. The system established for the review and selection for the Valor, Bravery, Merit, Chief's Special, Employee of the Quarter/Year, Community Partnership, Community Service Awards and Departmental Commendations shall be as follows:
 - 1. The Honors Board chair shall gather the names of individuals who are to be considered for awards and commendations by the Honors Board. Appropriate documentation attesting to the incident or circumstances will accompany the names of the nominated individuals.
 - 2. The Honors Board chair will forward the packages consisting of names and associated documentation to each Board Member or review prior to a scheduled meeting.
 - 3. The Honors Board chair will convene the Board at least once a quarter to review and vote on nominations and make recommendations to the Chief of Police.
 - 4. The voting on a nominee shall be by simple majority, with each board member having a single vote. All members of the Board must be present to make a recommendation to the Chief of Police for final approval. All voting and discussion by the Board shall remain confidential.

4.0 MEDIA RELATIONS

4.01 POLICY

- A. No member shall release any information that would jeopardize an active investigation, prejudice an accused person's right to a fair trial, or violate the law. Every effort should be made to release appropriate information to the news media in an impartial, accurate, and timely fashion.
 - 1. Responsibilities in releasing information
 - a. It is ultimately the responsibility of the Chief of Police to release information to the public. That responsibility is generally delegated to the following personnel:
 - (1) The Operations Lieutenant will act as the primary Public Information Officer (PIO) for the Department.
 - (2) Sergeants with responsibility for a specific case or incident may be the secondary contact for the news media in the absence of the Operations Lieutenant.
 - (3) Other Employees
 - (a) The Chief of Police or Operations Lieutenant may direct other employees to respond to media inquiries on a case-by-case basis.
 - b. The Shift Sergeant shall be responsible for ensuring that the Operations Lieutenant is informed of major incidents and all other events that are likely to generate media interest.

4.02 PROCEDURES

- A. Media Inquires
 - 1. The Department shall respond to all media inquiries in a timely and professional manner.
 - 2. Media inquiries shall be directed to the Operations Lieutenant.
 - 3. In the absence of the Operations Lieutenant, media inquiries should be directed to the Investigative Supervisor, and finally to the on-duty Sergeant if neither the Operations Lieutenant nor the Investigative Supervisor are available.
- B. Interviews
 - 1. The Operations Lieutenant shall be responsible for assisting the news media by conducting interviews or coordinating interviews with other qualified agency personnel.
 - 2. Members contacted directly by the media shall notify the Operations Lieutenant of any interview requests prior to making any statement related to the Department, cases under investigation, or cases formerly under investigation by the Department.
 - 3. All conversations with members of the news media should be considered "on the record" and subject to being quoted.
- C. News Releases/Press Releases

1. News or press releases shall be written and disseminated to the media and Department members on major incidents and events of community interest or concern.
 2. All news or press releases should be approved by the Chief of Police or the Operations Lieutenant or their designee and the designated Town Public Information Officer prior to dissemination.
- D. New Conferences
1. News conferences shall be held only in connection with major events of concern to the community.
 2. The Chief of Police shall be informed of all news conferences.
 3. The Operations Lieutenant, in conjunction with the designated Town Public Information Officer, shall facilitate the news conference, which may include the Chief of Police or their designee.
- E. Access to Crime Scenes and Critical Incidents
1. At crime scenes, Department members shall ensure that the media respect the established perimeter. Members of the media shall receive no more or less access to an incident scene than members of the general public.
 2. The Operations Lieutenant, with approval of the scene supervisor, may grant closer access to the media and their equipment as long as it does not interfere with or hinder law enforcement operations.
 3. Department members shall not prohibit the media from news-gathering practices, including photography and interviews, outside the established perimeter.
 4. Only the Operations Lieutenant or their designee shall release information to the news media at crime and critical incident scenes.
 5. At critical incident scenes, the Operations Lieutenant or their designee shall establish a media briefing area as close to the scene as safety and operational requirements allow.
 6. At critical incident scenes, Department members shall work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.
- F. Public Records
1. The Department and its members shall abide by all Local, State and Federal laws governing the release of public records.
- G. Access to Suspects
1. Department members shall not intentionally pose any suspect or person in-custody for photographs/video or make them available for media interviews.
 2. This policy does not prohibit the media, when participating on a ride-a-long, from taking photographs/videos in common areas normally open to the public.
- H. Joint Investigations or Operations Involving another Agency
1. In a multijurisdictional investigation, the lead Investigative Agency is responsible for providing or coordinating the release of public information.
 - a. In the event the Department is the lead agency, the Operations Lieutenant will share information with all involved agencies in advance of public disseminations, when practical.
- I. Public Service Announcements or Advertisements
1. Public service announcements or advertisements shall be approved by the Operations Lieutenant prior to public discussion.

4.03 INFORMATION RELEASE GUIDELINES

- A. The release of information is subject to restrictions placed by applicable Local, State, and Federal Laws. No member of the Department shall release any information which would compromise the successful conclusion of an investigation or jeopardize the safety of affected persons.
- B. Authorized Department members can release the following information:
 - 1. Basic information about a crime or incident
 - 2. Basic information about victims, except as excluded by law
 - 3. Descriptions of suspects
 - 4. Basic description of weapons and vehicles used
 - 5. Basic description of stolen items
 - 6. Basic description of injuries and condition of victims
 - 7. The name, age, and other basic information about adult arrestees and the charges against them
 - 8. Information contained in arrest affidavits and other public court documents
 - 9. Booking photographs
- C. Department members shall not release the following information:
 - 1. Names, addresses, and any other information that would identify the victim of any sexual assault crime
 - 2. Names, addresses, and any other information that would identify the victim of any juvenile victims
 - 3. Names, addresses, and any other information that would identify a juvenile arrestees, as governed by State Law
 - 4. Names, addresses, and any other information that would identify the suspect or charged individual of any sexual assault crime, unless otherwise allowed under Wyo. Stat. Ann. § 6-2-319
 - 5. Active criminal investigative information, active criminal intelligence information, and surveillance techniques
 - 6. Names of informants and information provided by them
 - 7. Supplemental or investigative reports until the case is closed or the Investigative Supervisor deems it permissible
 - 8. Any internal affairs investigations or any matter that is being investigated as a personnel matter by the Department or the Town
 - 9. Names, addresses, and any other information that would identify a witness
 - 10. The identity of critically injured or deceased persons prior to notification of next-of-kin
 - 11. Home address, telephone numbers, and any family related information of Department members
 - 12. Names of undercover members
 - 13. Any other information that could jeopardize the successful conclusion of an investigation and prosecution
 - 14. Any other information prohibited by State Law from public disclosure

4.04 MEDIA CREDENTIALS

- A. This Department acknowledges representatives from recognized media organizations who are affiliated with the Associated Press or the Wyoming Press Association which carry and display photographic identification issued by their employer.

- B. All others shall be considered a member of the general public and not a legitimate member of the press until determined otherwise.

4.05 ALTERNATIVE METHODS TO DISSEMINATE INFORMATION

- A. It is the policy of this Department to pursue alternative methods of disseminating information directly to the public.
- B. These methods may include but are not limited to:
 - 1. Web Sites
 - 2. NIXLE Releases
 - 3. Social Media Outlets
 - 4. Public Appearances by Department members
 - 5. Any other means approved of by the Chief of Police or the Operations Lieutenant

5.0 SOCIAL MEDIA

5.01 PURPOSE

- A. The Department endorses the secure use of social media to enhance communication, collaboration, and information exchange, streamline processes, and foster productivity.
- B. This policy establishes the Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight.
- C. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

5.02 POLICY

- A. Social media provides a new and potentially valuable means of assisting the Department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory members.
- B. The Department also recognizes the role that these tools play in the personal lives of some Department members. The personal use of social media can have bearing on Department members in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department members.

5.03 DEFINITIONS

- A. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web Log."
- B. **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- C. **Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- D. **Profile:** Information that a user provides about themselves on a social networking site.
- E. **Social Media:** A category of Internet-based resources that integrate user-generated content and use participation. This includes, but is not limited to:
 - 1. Social networking sites (Facebook, Instagram, MySpace)
 - 2. Microblogging sites (Twitter, Nixle)
 - 3. Photo and video sharing sites (Flickr, YouTube)
 - 4. Wikis (Wikipedia)
 - 5. Blogs
 - 6. News sites (Digg, Reddit)
- F. **Social Network:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- G. **Speech:** Expression or communication of thoughts or opinions in spoken words or in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

- H. **Web 2.0:** The second generation of the World Wide Web focused on shareable, user generated content, rather than static web pages. Some use this term interchangeably with social media.
- I. **Wiki:** Web page(s) that can be edited collaboratively.

5.04 ON-THE-JOB USE

- A. Jackson Police Department-Sanctioned Presence
 - 1. Where possible, the page(s) should link to the Department's official website to share current critical information with the public in an easily accessible format.
 - 2. Department social media page(s) shall be designed for:
 - a. Visitors
 - b. Residents
 - c. Crime victims
 - d. Volunteers
 - e. Recruitment purposes
 - f. Public service announcement information
 - 3. Procedures
 - a. All Department social media sites or pages shall be approved by the Chief of Police, or their designee.
 - b. Where possible, social media pages shall clearly indicate they are maintained by the Department and shall have Department contact information prominently displayed.
 - c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the Town.
 - (1) Content is subject to public records laws.
 - (2) Relevant records retention schedules apply to social media content.
 - (3) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
 - d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department.
 - (1) Pages shall clearly indicate that posted comments will be monitored and that the Department reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - (2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
 - 4. Department members representing the Department via social media outlets shall do the following:
 - a. Conduct themselves at all times as a representative of the Department and, accordingly, shall adhere to all Department standards of conduct and observe conventionally accepted protocols and proper decorum.
 - b. Identify themselves as a member of the Department.
 - c. Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including

photographs or videos, related to Department training, activities, or work-related assignments without authorization of the Chief of Police.

- d. Not conduct political activities or private business.
 5. The use of Department computers by members to access personal social media is permitted on a limited basis but shall not be abused.
 6. The use of social media related to police activities is permissible to further a legitimate criminal investigation or to gain legitimate police information or intelligence.
 7. If an employee uses personally owned devices to manage the Department's social media activities or uses the device in the course of official duties, the contents of the device will be discoverable, and the device will be subject to seizure to comply with court orders.
 8. Employees shall not knowingly violate copyright, trademark, and service mark restrictions in posting materials to social media.
- B. Potential Uses
1. Social media is a valuable investigative tool when seeking evidence or information.
 2. Social media can be used for community outreach and engagement.
 3. Social media can be used to make time-sensitive notifications.

5.05 MEMBERS PERSONAL USE OF SOCIAL MEDIA

- A. Effect on the Workplace – Generally. This policy covers member personal use of social media affecting the workplace and/or the Department's ability to perform its public mission. The Department recognizes the role that social media plays in the personal lives of some Department members. However, the personal use of social media can have bearing on members in their official capacity as they are held to a high standard by the community. Engaging in prohibited speech outlined in this policy may provide grounds for discipline and may be used to undermine or impeach an officer's testimony in legal proceedings.
- B. Members Shall Not Post Speech That Negatively Impacts the Department's Ability to Serve the Public. Members may express themselves as private citizens on social media sites as long as members do not:
1. Make, share, or comment in support of any posting that includes harassment, threats of violence, or similar conduct.
 2. Make, share, or comment in support of any posting that ridicules, maligns, disparages, expresses bias, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals.
 3. Make, share, or comment in support of any posting that suggests that Department members are engaged in behavior reasonably considered to be unlawful or reckless toward public safety.
 4. Otherwise violate any law or Department policy.
 5. Members shall make reasonable efforts to remove content appearing on their social media account that violates this policy upon learning of the offensive content.
- C. Members May Not Post Privileged Information or Represent the Department.
1. Members shall not post or otherwise disseminate any confidential information they have access to as a result of their employment with the Department.

2. Members may not make any statements, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Department.
- D. Members May Not Use Their Town of Jackson Email Address to Register a Personal Account on Social Media.
- E. Reporting violations:
 1. Any member becoming aware of or having knowledge of a post or of any website or web page in violation of the provisions of this policy shall notify their supervisor immediately for follow-up action.

6.0 ADMINISTRATION

6.01 OFF-DUTY EMPLOYMENT

- A. For the purposes of this policy, “employment” is defined as the provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.
- B. Members are permitted to engage in outside employment, provided the employment:
 - 1. Does not adversely impact the reputation of the Town or the Department
 - 2. Does not adversely impact the member’s job performance
 - 3. Is not performed during assigned hours of duty
 - 4. Does not create a conflict of interest or undue liability for the Town or the Department
- C. Members are to notify the Chief of Police in writing prior to accepting outside employment. The purpose of this notification is not to overly regulate members’ off-duty activities, but to allow the Chief to review the employment for potential adverse impacts or conflicts of interest.
- D. Limitations on off-duty employment are as follows:
 - 1. In order to be eligible for off-duty employment, a member must be in good standing with the Department. Continued Department approval of a member’s off-duty employment is contingent on such good standing.
 - 2. Those members who have not completed their probationary period or who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in off-duty employment if it interferes with the member’s ability to return to duty.
 - 3. Members are not to use Department issued equipment, uniforms, or supplies for outside employment.
 - 4. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the member’s on-duty performance.
 - 5. A member engaged in any off-duty employment is subject to call-out in case of emergency and will be expected to leave their off-duty employment in such situations.
 - 6. Permission for a member to engage in outside employment may be revoked where it is determined that such outside employment is not in the best interests of the Department.

6.02 TEMPORARY LIGHT-DUTY ASSIGNMENT

- A. Temporary light-duty assignments are not guaranteed and left to the discretion of the Chief of Police. Temporary light-duty assignments are used when a member is temporarily unable to perform their regular assignments because of injury, illness, or disability, but may be capable of performing alternative duty assignments. Use of temporary light-duty assignments can provide members with an opportunity to remain productive while recovering, as well as provide a work option for members who may otherwise risk the health and safety of themselves or others by remaining on duty when physically or mentally unfit for their regular assignment.
- B. General Provisions

1. Temporary light-duty assignments are limited in number and variety.
 - a. Members injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty.
 - b. Assignments may be changed at any time if deemed in the best interest of the member or the Department.
 2. This policy in no way affects the privileges of members under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act, or other Federal or State Law.
 3. Assignment to temporary light duty shall not affect a member's pay classification, pay increases, promotions, retirement benefits, or other employee benefits.
 4. Light-duty assignments are governed by the Town of Jackson policy manual.
 5. Members on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of the Department and that form the basis for their temporary light-duty assignment.
 6. Depending upon the nature and extent of the disability, a member on temporary light duty assignment may be prohibited or restricted from wearing the Department uniform, carrying a duty weapon, driving a Department vehicle, or otherwise limited in employing police powers as determined by the Chief of Police.
- C. Temporary Light-Duty Assignments
1. Temporary light-duty assignments may be drawn from a range of areas that include:
 - a. Administrative functions
 - b. Clerical functions
 - c. Desk assignments
 - d. Report taking (telephone or walk-in)
 - e. Other duties as deemed appropriate
 2. Decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the member's knowledge, skills and abilities, availability of light-duty assignments, and the physical limitations imposed on the member.
 3. Every effort shall be made to assign members to positions consistent with their rank and pay classification. When deemed appropriate, members may be assigned to positions designated for lower rank or pay classification. Members thus assigned shall:
 - a. Retain the privileges of their rank but shall answer to the supervisor of the unit to which they are assigned regarding work responsibilities and performance
 - b. Retain the pay classification and related benefits of the position held prior to their temporary light-duty assignment.
- D. Requests for and Assignment to Temporary Light Duty
1. Requests for temporary light-duty assignments shall be submitted to the Operations Lieutenant. Requests must be accompanied by a written statement by a licensed physician or other licensed health care provider in support of a light-duty reassignment. The statement must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions, an acknowledgment by the health-care provider of familiarity with the

light-duty assignment, and the fact that the member can physically assume the duties involved.

2. The request for temporary light duty and the physician's statement shall be forwarded to the Chief of Police and the Town Personnel Director, who shall make a determination regarding the assignment.
 - a. The Department may require the member to submit to an independent medical examination by a health-care provider of the Department's choosing. In the event the opinion of this second health-care provider differs from the initial health-care provider, the member may request a third opinion at the Department's expense.
 - b. The member and 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.
3. A member who has not requested temporary light duty may be recommended for such assignment by the member's immediate supervisor. Such a request shall be directed to the Operations Lieutenant and must be accompanied by a memorandum stating the facts that would lead a reasonable person to believe the member is not capable of performing regular duty activities.
 - a. Notice shall be provided to the member of the proposed temporary light-duty assignment together with justification for the recommendation.
 - b. The member shall be advised that the Town will pay for an initial evaluation to determine the member's fitness for duty in instances in which a temporary light-duty assignment is recommended by the Department rather than the member.
 - c. The member may challenge the proposed reassignment using established Town procedures.
4. As a condition of continued assignment to temporary light duty, members shall be required to submit monthly physical assessments of their condition to the Operations Lieutenant.

6.03 ELIGIBILITY FOR PROMOTION

A. Corporal:

1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
2. A Corporal acts as the primary field training officer for the Department with the responsibility of teaching new recruits all elements of policing. All candidates for a Corporal position must be intimately familiar with the specific elements of the training program. (Examples: Teton County geography, WY Law, JPD arrest procedures, WY search and seizure laws, JPD officer safety protocols, JPD policies and procedures, JPD database and report writing protocols, JPD philosophies, TOJ community policing principles, etc.)
3. An ideal candidate would have completed at least two (2) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
4. Candidates for a Corporal position will typically be selected from internal candidates due to their specific knowledge about the Department which is required of a training officer. External candidates can be considered if they can show proficiency in this area.

5. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification.
 6. The Chief of Police will determine if an applicant is qualified to hold the rank of Corporal.
- B. Sergeant:
1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
 2. Either internal or external candidates may be considered for appointment to the position of Sergeant as determined by the Chief of Police and the Town Manager, on an as needed basis.
 3. An ideal candidate would have completed at least five (5) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
 4. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification. An ideal candidate would have prior supervisory experience either in law enforcement or the private sector.
 5. The Chief of Police will determine if an applicant is qualified to hold the rank of Sergeant.
- C. Operations Lieutenant:
1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
 2. Either internal or external candidates may be considered for appointment to the position of Operations Lieutenant as determined by the Chief of Police and the Town Manager, on an as needed basis.
 3. An ideal candidate would have completed at least ten (10) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
 4. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification. An ideal candidate would have prior supervisory experience either in law enforcement or the private sector.
 5. The Chief of Police will determine if an applicant is qualified to hold the rank of Operations Lieutenant.

6.04 PROMOTION SELECTION PROCESS

- A. Corporal:
1. The Chief of Police will have oversight over the selection and the promotional process used.
 2. The selection process for Corporal shall be a four-step process and consist of the following:
 - a. A written job knowledge test (an 80% minimum score is required to pass and advance to the next phase for consideration).
 - b. Supervisor (Sergeants and Operations Lieutenant) evaluation of past performance and leadership potential. The Operations Lieutenant shall then forward a recommendation for each individual to the Chief of Police for consideration in the final decision. All applicants who passed the written job knowledge test will advance to the next phase of testing.
 - c. An oral interview with the Chief of Police to assess readiness for greater responsibility and fit for the position. The Chief of Police shall then send a

recommendation to the Town Manager making a recommendation of an individual(s) who should be promoted to the rank of Corporal.

d. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

B. Sergeant:

1. The Chief of Police will have oversight over the selection and the promotional process used.

2. The selection process for Sergeant shall be a four-step process and consist of the following:

a. A written job knowledge test (an 80% minimum score is required to pass and advance to the next phase for consideration). Any applicant who already holds the rank of Corporal with the Department will not be required to take the written knowledge test again. All other candidates, internal and external, will be required to take the written knowledge test.

b. Supervisor (Sergeants and Operations Lieutenant) evaluation of past performance and leadership potential for internal candidates. The Operations Lieutenant shall then forward a recommendation for each individual to the Chief of Police for consideration in the final decision. All internal applicants will advance to the next phase of testing.

c. For external candidates, an oral board consisting of the Operations Lieutenant, one (1) Sergeant, one (1) supervisor with the rank of Sergeant or higher from another agency, the Town Personnel Director, and one (1) citizen shall be assembled to evaluate the candidate's potential for leadership. Successful applicants will also have to meet all hiring requirements for basic entry into the Department as required by the Wyoming POST Commission. The board shall make a recommendation to the Chief of Police for consideration in the final decision. Only applicants the board put forward will advance to the next phase of testing.

d. An oral interview with the Chief of Police to assess readiness for greater responsibility and fit for the position. The Chief of Police shall then send a recommendation to the Town Manager making a recommendation of an individual(s) who should be promoted to the rank of Sergeant.

e. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

C. Operations Lieutenant:

1. The Chief of Police shall have oversight over the selection and the promotional process used.

2. The selection process for Operations Lieutenant shall be a two-step process and consist of the following:

a. The Chief of Police shall conduct an oral interview with applicants invited to participate in the testing process and make a recommendation to the Town Manager for hire or promotion of any individual the Chief of Police determines to be suitable fit for the position in the Department.

b. If the candidate is external, then the candidate must pass all requirements of the Wyoming POST Commission before appointment to the position.

c. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

6.05 DEMOTION IN RANK OR TERMINATION OF EMPLOYMENT

- A. Operations Lieutenant, Sergeant, Corporal and Police Officer
 - 1. The Chief of Police may, at any time, and pursuant to the Town personnel policy, make a recommendation for demotion or termination to the Town Manager of any member who fails to appropriately carry out the duties required of a supervisory or police officer position.
 - 2. The Town Manager shall retain the final determination of demotion or termination of any individual.
 - 3. Any member reduced in rank may have their pay adjusted down to be commensurate with their ending rank.

6.06 FIELD TRAINING OFFICER (FTO) PROGRAM

- A. All new police officer members are required to successfully complete the Field Training Officer (FTO) Program prior to being certified as a Jackson Police Officer and prior to being deemed sufficiently fit and prepared to assume solo police officer responsibilities and duties.
- B. The Department shall use the "San Jose Model" of field training for all new trainee officers.
- C. The FTO Program shall include, but not be limited to, training in the Department's policies and procedures, community driven policing, traditional and innovative policing tactics and skills, laws and ordinances, professionalism, ethics, and community and organizational values and expectations.
- D. Trainee officers shall be evaluated on a daily basis and their performance rated on a scale that is easily understandable. Trainee officers shall be made aware of learning or performance deficiencies in a timely manner and shall be provided reasonable time and methods to correct the deficiencies.
- E. Reckless actions or careless disregard for rules, regulations, or FTO direction by the trainee officer shall be evaluated and the trainee officer may be subject to dismissal from continuation in the FTO Program for such actions.
- F. Trainee officers shall remain in the FTO Program until they have successfully completed all phases of the FTO Program regimen and are deemed ready to move out of the training phases by the Operations Lieutenant.
 - 1. The Operations Lieutenant shall forward evaluations and recommendations to the Chief of Police relating to the trainee officer's progress, deficiencies, and/or success or failure to complete the FTO Program.
 - 2. The Chief of Police shall make the final determination as to the fitness of the trainee officer to assume a position as a certified Jackson Police Officer and shall place a memorandum regarding the success or failure of each trainee officer in the trainee officer's personnel file.
- G. Assignments:
 - 1. Corporals who have successfully completed a certified FTO course shall be utilized as the primary FTO. When staffing or assignment issues preclude the use of a Corporal as an FTO, Sergeants or Line officers who have completed certified FTO Training may be utilized as FTOs at the discretion of the Operations Lieutenant.
 - 2. The Operation Lieutenant shall make FTO/trainee assignments.
 - 3. Training officers shall be assigned to the training status based on their personal training abilities, current work assignments, and pending leave requests.
- H. Duration of Training

1. Entry-level trainee officers shall successfully complete the training program, as prescribed by the San Jose Model.
 2. Lateral-level trainee officers shall successfully complete the training program as prescribed by the San Jose Model unless the trainee officer can show proficiency in all aspects of the training program as demonstrated through an assessment process.
 3. Remedial-level field training terms may vary in length, dependent on the previous experience and expertise level of the trainee officer and the trainee officer's rate of successful progression.
 4. The critical overriding factor in the training of entry-level or lateral-level officers is the ability of the individual trainee officer to demonstrate high comprehension, skill and problem-solving abilities while conducting routine and non-routine policing and community service duties and responsibilities professionally, safely, effectively, efficiently ethically, responsively, and with a high degree of competence and compassion.
 5. All trainee officers, no matter their experience level, must satisfactorily complete all tasks and training assignments included in the FTO Program Manual and must do so within appropriate and reasonable time constraints as determined by the Operations Lieutenant.
 6. The trainee officer may be dismissed and their field training terminated at any time during the FTO process if it is determined the trainee officer has conducted themselves in a manner that is unethical or compromises the integrity of the Department or the profession or if the trainee officer demonstrates an inability to perform requirements of the training program.
- I. Limitations While on Training Status
1. No trainee officer, either entry-level or lateral-level, will be allowed to participate in any special programs or assignments until the completion of training. Trainee officers may be allowed to experience those assignments as observers, if the FTOs are involved as participants. Trainee officers shall not act solo in a special assignment until they have successfully completed the FTO Program.
 2. The FTO Program is an intense and demanding process that requires discipline, concentration, and continuous, though incremental, progression. It is critical that the training program is consistent, regimented, and absent intermission. Therefore, throughout the entirety of the training program, neither the trainee officer nor the trainer will be authorized to take an extended leave except for injury, sickness, or extreme emergency. All leave requests must receive authorization from the Operations Lieutenant and the Chief of Police.
- J. Methods of Training
1. The Field Training Trainee checklist will be the foundation for training the trainee officer. However, the list is not meant to be, nor should it be considered to be, all inclusive. FTOs are expected to provide the highest levels of training and content.
 2. The task areas are introduced to trainee officers by their trainers throughout four (4) separate training phases. Trainee officers must successfully demonstrate competency and be evaluated in all tasks and topic areas in each training phase before being allowed to continue to the next phase.
 3. FTOs are to document whether the trainee officer was tested verbally, tactically, and/or in writing for each area. FTOs are required to document and submit all

observations and testing results to the Operations Lieutenant for determination of the trainee officer's readiness to proceed to the next phase of the FTO Program.

4. Refer to the Jackson Police Department Field Training Officer Program Manual for more detailed descriptions of tasks and topic areas, training phases, and comprehensive FTO Program specifics.

6.07 WORK ENVIRONMENT

- A. In an effort to promote a positive workplace environment, where members can thrive and have the opportunity to achieve professional success, the following policies shall be strictly adhered to by all members of the Department. Additionally, all members of the Department shall strive to adhere to the core values set forth by the Chief of Police and the Town of Jackson.
- B. Protected Classes
 1. Members of the Department will not discriminate against new applicants or existing members on the basis of age, race, sex, color, religion, national origin, disability, or any other status protected by Federal, State, or Local Laws.
- C. Harassment
 1. Members of the Department will not engage in harassment, which includes, but is not limited to, verbal, written, electronic, telephonic, or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.
- D. Supervisory Oversight/Disciplinary Procedures
 1. Nothing in this policy shall be interpreted to suggest that supervisory oversight or disciplinary procedures taken against a member who violates any provisions of this policy manual or of the Town of Jackson policy manual, or fails to meet performance requirements of their position shall be construed as harassment.
 2. The command staff has the full authority to exercise reasonable disciplinary measures against any member to ensure adherence of the member to all policies and procedures adopted by the Department.
- E. Whistle blower Provision
 1. The Department prohibits retaliation against any member for filing a complaint under this policy or for assisting in a complaint investigation.
- F. Reporting Violations
 1. If an applicant or member of the Department believes there has been a possible violation of this policy or retaliation standard, they should follow the complaint procedure contained in the Town of Jackson Personnel Rules and Regulations Manual. Every member is expected to and has a duty to report known violations of this policy.
- G. Joint Departments
 1. If the member has a legitimate reason to feel they cannot report a violation to their immediate supervisor or to the Town, the member should consider reporting the complaint to the Teton County Human Resources Department if the division is a jointly funded department.

6.08 PHYSICAL TRAINING (WORKOUTS)

- A. Workouts on Airport Assignment
 1. Members must place an emphasis on public safety when considering working out at the airport. If the facility is busy or has a sizeable number of occupants in or

around the airport, the member should not work out until things have significantly slowed before leaving the high occupancy areas.

2. If the TSA checkpoint is open, a member shall not work out. Working out might not be possible on every shift, especially in the summer.
3. Members are expected to be in the immediate area where inbound flights will arrive within 15 minutes of the expected arrival time of the flight when possible. All workouts should be completed before that window of time and allow ample time for the member to travel to the incoming passenger area or to address a backflow alarm.
4. Workouts should not exceed 1-hour in duration, to include uniform dress down and dress up activities.
5. Members are not permitted to completely dress down at any time while working the airport detail. Members may remove their uniform shirt, protective vest, and duty belt, but may not remove their uniform pants, under black t-shirt, or duty boots while working out.
6. Officers are expected to have their portable radios in the immediate area while working out and monitor the radio for activity that would dictate returning to duty.

B. Workouts on in Town Assignment

1. Members, sworn and non-sworn, shall be permitted to work out at any time their immediate supervisor gives them approval to do so.
2. Supervisors should not grant permission to work out when public safety would be compromised, needed service would be inhibited, or minimum staffing levels would not be maintained without other arrangements being made for coverage.
3. Supervisors should not grant permission to work out at times when it is busy, such as morning and afternoon school zone activity, rush hours, special events, DWUI peak enforcement hours, etc. A common-sense approach is the expectation.
4. Members are permitted to completely dress down to work out attire when permission is granted by a supervisor to work out, unless otherwise directed based upon an evolving environment suggesting it would not be feasible.
5. Members who take radio calls for service should advise dispatch they will be 10-6 training in the basement and available by landline, cellular, or radio if needed.
6. Members who take radio calls for service are expected to have their portable radio in the immediate area and to monitor call activities. Members should self-initiate returning to duty if calls for service dictate doing so or when directed by a supervisor. A common-sense approach is expected.
7. Uniform members, sworn or non-sworn, are not permitted to work out on duty at any location other than the Town gym unless doing so as a sanctioned training event or exercise that is approved by a supervisor.
8. Workouts should not exceed 1-hour in duration, to include uniform dress down and dress up activities.
9. Non-uniform members who work away from the main Town Hall campus may be granted permission on a case-by-case basis to work out at alternate locations if pre-approved by the Operations Lieutenant.

7.0 INVESTIGATIONS OF COMPLAINTS AND ALLEGED MISCONDUCT

7.01 COMMUNITY RELATIONSHIP

- A. The confidence in the ability of the Department to fairly investigate incidents, determine facts, and correct deficiencies in policy or in officer conduct is crucial to the Department's relationship with the community.

7.02 PRIMARY GOAL

- A. The Chief of Police has the responsibility under the Municipal Code to discipline employees whose conduct discredits or impairs the Department or constitutes a violation of Department procedure or law. In so doing, the rights of employees and members of the public must be preserved while investigations are conducted in a fair and objective manner with the truth as the primary goal.

7.03 ACCOUNTABILITY

- A. Complaints are investigated to provide accountability to the public, provide protection for falsely accused members, reveal training needs, facilitate re-evaluation, and point out the need for new Departmental policies and procedures.

7.04 PROCEDURE

- A. The Department will openly accept complaints against its members and will fully investigate each complaint.
- B. Disciplinary action may be taken against those members whose conduct is found to discredit the Department, impair its effective operation, or constitute a violation of Departmental policy and procedure, Town of Jackson policy or procedure, or Federal, State, or Municipal Law.
- C. Investigation of an incident may fall into one of the following categories of conduct:
 - 1. Intentional
 - 2. Malicious
 - 3. Negligent
 - 4. Unethical or unprofessional
 - 5. Immoral
 - 6. Illegal
 - 7. Mistake due to human error

7.05 EXONERATION

- A. When a member is exonerated, the Department shall explain facts and circumstances.

7.06 FILING A COMPLAINT

- A. Any individual who wishes to file a complaint concerning the conduct of a member of the Department shall be courteously and promptly informed of the manner this may be done, which includes the following:

1. Generally, complainants will be referred to a supervisor (Sergeant or Corporal) who will attempt to resolve complaints which fall within their scope of authority, are considered minor in nature, and can be resolved through mediation or redirection with the member. However, any member of the Department, regardless of rank, may accept a complaint in the absence of a supervisor to provide better customer service to the complainant. No complainant shall be requested to lodge their complaint at a later time unless an emergency situation exists.
2. Complaints may be received by telephone, letter, email, or in person. Members shall not attempt to dissuade any person from filing a formal complaint against any member of the Department.
3. Complaints made by persons who wish to remain anonymous will be accepted but will be forwarded to the Operations Lieutenant or Chief of Police prior to the commencement of any active investigation into the matter to determine if adequate information was provided by the complainant to justify further investigation.
4. In all cases, complainants will be encouraged to provide a written statement concerning the complaint, but it is not required to proceed with filing of a complaint.
5. Complaints about officer conduct from persons not a party to a police action who have no direct involvement in the alleged incident will be accepted and investigated according to the merits of the complaint. In these cases, the identity of the complainant and witnesses, and the addresses and telephone numbers of each, will be requested. If requested, confidentiality of the complainant will be maintained to the extent consistent with the rights provided to the member(s) who may be the subject of the complaint.
6. Matters which experience and judgment dictate are minor in nature and capable of being resolved through counseling, training, or redirection may be handled and documented at the supervisory level (Sergeant or Corporal) and are considered a "supervisory review" and do not require a more formal investigation.

7.07 FACT FINDING

- A. Any member receiving a complaint shall, without delay, forward the complaint to the member's immediate supervisor (Sergeant or Corporal) who may make preliminary inquiries into the allegation prior to the commencement of any formal investigation. This process is only for the purpose of asking pertinent questions concerning an incident in order to place sufficient facts before the Operations Lieutenant or the Chief of Police to permit a decision to be made on whether or not the opening of a more formal investigation is warranted. During this initial investigation, the Sergeant or Corporal shall determine if the complaint appears to merely warrant a "*supervisory review*" or if it rises to the level of a more formal investigation (*Administrative Review or Internal Affairs Investigation*).
- B. For those allegations which appear to rise to the level of requiring a more formal investigation (*Administrative Review or Internal Affairs Investigation*), the complainant shall be requested by the supervisor to complete and sign a Witness Statement Report Form but shall not be mandated to do so. The supervisor will assist in the completion of the form if required and will ensure that relevant facts are included in the statement. When appropriate, a supervisor may write a statement based on an interview with the complainant and add it as an addendum to the Witness Statement Report Form. Should

the complainant decline to complete and sign the statement, the Supervisor shall note that fact and shall complete a report detailing the information given by the complainant in memorandum form that shall include a recommendation from the Supervisor that the complainant move forward for consideration for a more formal investigation (*Administrative Review or Internal Affairs Investigation*). The results of the fact-finding process should be forwarded to the Operations Lieutenant along with the Witness Statement Report Form or Supervisor's Memo, any crime reports associated with the incident, and any Supervisor reports generated on the incident.

- C. The Operations Lieutenant shall review all documents provided by the supervisor and determine if in fact the complaint justifies a more formal investigation. If the Operations Lieutenant does not believe a more formal investigation is necessary, the Operations Lieutenant shall return the complaint to the Sergeant or Corporal to be handled as a "supervisory review." However, if the Operations Lieutenant agrees that a more formal investigation is appropriate, they shall, in memorandum form, send an advisement to the Chief of Police summarizing the incident with a more formal recommendation for a more formal investigation to occur (*Administrative Review or Internal Affairs Review*).
- D. If the Chief of Police receives a recommendation from the Operations Lieutenant suggesting a more formal investigation is required (*Administrative Review or Internal Affairs Review*), the Chief of Police shall review the documents and determine whether an Administrative Review or Internal Affairs Review is most appropriate to conduct. If the Chief of Police believes the incident could result in suspension or termination, the Chief of Police shall order an Internal Affairs Investigation commence. Otherwise, any lesser anticipated disciplinary action than suspension or termination shall warrant an Administrative Review to commence and shall be ordered by the Chief of Police.

7.08 NON-NATIVE SPEAKER COMPLAINTS

- A. Persons who do not speak English and who wish to lodge a complaint about an employee will be afforded the aid of an interpreter.
- B. If an interpreter is not immediately available, the supervisor may opt to delay the interview until an interpreter can be present to assist in the interview.
- C. All further contacts with the complainant in relation to the incident should be made with the assistance of an interpreter.

7.09 LOG DOCUMENTATION

- A. Supervisors shall document the receipt of all citizen complaints in a log designated for such a purpose on the "I" drive under the Command Staff Folder.
- B. Informal or minor complaints addressed at the supervisory level shall also be included on the log along with the disposition of the complaint.
- C. The information in the log shall be used by the Chief of Police for evaluating the complaint process and as an early warning device.

7.10 COMPLAINTS INITIATED BY A MEMBER OF THE DEPARTMENT

- A. Any member of the Department who has reason to believe that another member has conducted themselves in a manner contrary to law, policy and procedure, the public interest, or to the effective operation of the Department, may discuss the matter with any supervisor within the Department and may submit an incident report in memorandum form and related materials as appropriate to that Supervisor.

- B. The Supervisor receiving the complaint shall forward the complaint to the Operations Lieutenant for review, who in turn shall forward the complaint to the Chief of Police. Members of the Department always have the opportunity to speak with the Human Resources Department regarding employment concerns.

7.11 PROCESSING COMPLAINTS

- A. The Chief of Police will review all complaints forwarded to them by the Operations Lieutenant to determine how the complaint will be processed. There are three (3) possible formats for processing a complaint in the following order:
 - 1. Supervisor Review
 - 2. Administrative Review
 - 3. Internal Affairs Review
- B. Definitions:
 - 1. **Supervisory Review** involves allegations of a very minor nature, but do not rise to the level of blatant policy violations or deviations from Department procedures. Most incidents of this type are typically due to a miscommunication between the officer and the complainant and would not lead to disciplinary action beyond oral counseling or an SSR.
 - 2. **Administrative Review** involves allegations of minor policy or procedural infractions by members of the Department. Administrative Reviews focus on matters that supervisory experience and judgment indicate are subject to resolution at lower levels of discipline, correction, or retraining and are unlikely to lead to disciplinary action that could result in suspension or termination of an employee.
 - 3. **Internal Affairs Review** is conducted when there are allegations of more serious misconduct or illegal acts, and when the allegation, if sustained, is likely to result in disciplinary action that could lead to suspension or termination.
 - a. All Internal Affairs Investigations and any documentation pertaining thereto shall be treated as confidential and stored in a location separate from an member's personnel file.

7.12 SUSPENSION OR REASSIGNMENT

- A. At the discretion of the Chief of Police, members may be placed on suspension with pay or reassigned to administrative duties during the conduct of any Internal Affairs Review.
- B. This action is solely administrative and does not constitute disciplinary action.

7.13 PROCEDURE FOR ADMINISTRATIVE REVIEW

- A. Members assigned to conduct an Administrative Review shall analyze the complaint and make such inquiries as may be required. Upon completion, the supervisor can either take non-disciplinary action to resolve the complaint or may make a recommendation to the Chief of Police for disciplinary action.
- B. If, during the course of an Administrative Review, an investigator develops a reasonable suspicion that the matter is more serious than originally determined or could lead to disciplinary action more stringent than counseling or an oral reprimand, the investigator shall cease the investigation and notify the Chief of Police. The Chief of Police may cause the investigation to continue, reclassify the matter to an Internal Affairs Investigation, or reassign the investigation to an assisting agency.

7.14 PROCEDURE FOR INTERNAL INVESTIGATION

- A. When an allegation is determined to merit an internal investigation, the Chief of Police shall cause the accused member to be notified in writing of the investigation and to be provided with a copy of the complaint, provided that the allegations are not criminal in nature and that such notification would not hinder the investigation.
- B. When the matter under investigation could result in disciplinary action against the accused member, the investigator shall advise said member of the following:
 - 1. The accused member may suggest witnesses and evidence which would tend to exculpate the accused member or mitigate the investigation.
 - 2. A tape recording will be made of the interview and a copy will be made available to the accused member.
 - 3. Failure to cooperate with the investigation may, in and of itself, result in disciplinary action.
- C. Department members will answer all questions asked during an internal investigation completely and truthfully and will cooperate fully in the internal investigation process. All interviews will be conducted under conditions conducive to obtaining an accurate account of the incident under investigation. Investigators will exercise due regard for the physical and emotional needs of the member being interviewed.
- D. No employee shall be deprived of any rights afforded by the Constitution of the United States, the laws of the State of Wyoming, or the Personnel Rules of the Town of Jackson.

7.15 ALLEGATIONS OF CRIMINAL ACTIVITY

- A. Allegations of criminal activity against any member of the Department will be handled at the discretion of the Chief of Police. Internal investigations may be conducted concurrent to the criminal investigation or may begin upon the completion of any criminal investigation.
- B. The separate and distinct nature of criminal and internal investigations is intended to protect the member's rights and to prevent the compromise of a criminal investigation by information or evidence developed during the course of an internal investigation for administrative purposes, during which the member must truthfully answer all questions and cooperate in the investigation at the risk of administrative discipline.

7.16 ADVISEMENT OF RIGHTS

- A. If an incident or event contains possible criminal violations in addition to potential policy violations, the two investigations must be conducted separately. Information gleaned from a policy investigation cannot be shared with criminal investigators without a waiver from the member. However, information gleaned in the criminal investigation can be shared with the policy investigators.
- B. For a criminal investigation, the case law pertaining to *Miranda* advisements apply and shall be followed when questioning the member regarding the potential criminal violation.
- C. For a criminal matter also being investigated as a Departmental policy violation, prior to the questioning of any Department member regarding the potential policy violation, the investigator will read into the record an advisement of the member's *Garrity* rights. The *Garrity* decision affirmed the protection of an member's Constitutional rights, and the advisement informs the member that the failure to truthfully answer questions will expose the member to separate disciplinary action.

- D. Refer to the *Garrity Advisement* in appendix.

7.17 INVESTIGATIVE REPORT

- A. All information developed during an investigation is to be treated by the investigator with the strictest confidence. Upon completion of the investigation, the investigator shall submit a complete written report.
- B. The completed report will be submitted to the Operations Lieutenant, who will forward it to the Chief of Police with their recommendations.

7.18 DISCIPLINARY PROCEDURE

- A. Based upon the results of the investigation, disciplinary actions may be instituted by the Department. Such actions will be carried out according to the procedures found in the Personnel Rules of the Town of Jackson.

8.0 BACKGROUND INVESTIGATIONS

8.01 PROCESS ON ENTRY LEVEL APPLICANTS

A. Authority

1. The Operations Lieutenant, or their designee, is responsible for conducting background investigations for entry level applicants. The purpose of the background investigation is to examine the personal history behavior patterns and conduct of entry level applicants to determine if patterns exist which would affect:
 - a. The applicant's ability to meet legal requirements set forth by the State of Wyoming P.O.S.T. commission regulations
 - b. The applicant's ability to meet Department guidelines as set by internal rejection criteria
 - c. The public trust
 - d. The applicant's fitness to perform the duties of the position

8.02 SCOPE OF INVESTIGATION

A. The background investigation may include, but is not limited to the following:

1. An interview with the applicant
2. Criminal history check
3. Personal information
4. An interview with the applicant's spouse
5. An interview with the applicant's relatives, references, and acquaintances
6. Education
7. Residence history
8. Employment experience
9. Military service
10. Financial history
11. Criminal history
12. Motor vehicle operation
13. General information
14. Drug use
15. Optional information
16. Johnson and Roberts results
17. Honesty
18. Investigator's summary
19. Operations Lieutenant's review
20. Polygraph
21. Medical examination
22. Psychological examination

8.03 FINAL HIRING DECISION

- #### A.
- The Chief of Police, or their designee, shall have the final hiring decision and authority to accept or reject an applicant.

8.04 REPORTING

- A. The Operations Lieutenant is responsible for ensuring that complete reports of pre-employment background investigations are prepared and submitted in accordance with this policy.

8.05 COMPLETED BACKGROUND FILES

- A. Background investigation report files are to be maintained by the Personnel Department. These reports are confidential and are to be inspected or reviewed only by the Chief of Police, Lieutenant, and their designee. The files and reports are not public information.
- B. The files should be maintained as follows.
 - 1. Successful applicant's files shall be kept by the Town of Jackson Personnel Department according to State Statute and best practice.
 - a. Unsuccessful applicant's files shall be kept by the Town of Jackson Personnel Department for two (2) years then destroyed.
 - 2. All information discovered during the background investigation shall remain confidential and treated as a personnel matter.

9.0 OPERATIONS

9.01 OPERATIONS DEFINED

- A. The “Operations” of the Department is comprised of six (6) separate and unique divisions within the Department that work in tandem with one another to achieve law enforcement goals for attaining a safe community. The divisions are as follows:
1. Patrol - responsible for responding to radio calls for service, crime prevention, criminal investigation, evidence collection and storage, arrest and apprehension, case reporting, and educational programs.
 2. Investigations – responsible for crime scene investigation, evidence collection and storage, criminal investigation, arrest and apprehension, and proactive details to reduce problem crime concerns within the community, such as the trafficking of narcotics.
 3. Community Services - responsible for animal control enforcement and education, abandoned vehicle removal, parking enforcement, special event preparation, VIN inspections, ground transportation compliance checks, and collateral duties as assigned.
 4. Administration and Support Services - responsible for first point of contact with the public, records management and retention, records requests and release, data-entry, public relations programs, VIN inspections, child car seat educational programs, budgets, management of all divisions, recruitment, and policies and procedures.
 5. Animal Shelter - responsible for the care and housing of unwanted, at-large, or abandoned animals within Teton County, adoption programs, public outreach programs, and animal licensing.
 6. Victim Services - responsible for general assistance to victims of crime, including but not limited to, assistance with:
 - a. Temporary housing
 - b. Compensation
 - c. Application for protection orders
 - d. Crisis intervention
 - e. Victim Impact Statements, and
 - f. Public Notifications regarding offender status

9.02 PATROL – TRAFFIC ENFORCEMENT GENERAL REQUIREMENTS

- A. Whenever a member observes a criminal offense or has reasonable suspicion to suspect a person(s) violated the law, the member may conduct a traffic stop at the member’s discretion based upon the totality of the circumstances known to the member at the time. If the member opts to initiate a traffic stop of the person(s), the following shall occur to ensure the safety of the officer and the safety of the person(s) being contacted.
- B. The member shall utilize safety equipment installed on the vehicle, to include, but not limited to, rear flashing amber lights or equivalent that shall remain activated for the duration of the traffic stop to help reduce the likelihood of rear end collisions.
- C. When possible, the member shall notify dispatch of the traffic stop or enforcement action as soon as practicable, and upon initiating contact, shall provide dispatch:
1. The stop location,
 2. The license plate number and State of the vehicle stopped, and

3. If the stop involves a bicyclist or pedestrian, the officer shall provide a basic description of the person.
- D. Members should utilize officer safety tactics when choosing a location for a traffic stop. High density areas with traffic congestion and where it is unsafe to conduct a U-turn on offender vehicles should be avoided when possible. Members should also avoid blocking traffic that creates traffic flow problems unnecessarily, especially during peak traffic periods. When possible, members should take measures to move traffic stops to side streets or parking lots to avoid this situation from occurring. Members should also park their patrol cars using a method that enhances safety to the member, such as blading the vehicle and/or turning the vehicles front tires outward.
- E. Officer discretion may be used in issuing either a citation or warning for traffic violations, except in the case of traffic accidents where special policies apply. Additionally, members are encouraged to issue citations during times when high visibility enforcement grants are being worked and to focus on enforcement of Wyoming's seatbelt laws and speed laws.
- F. The purpose of traffic enforcement is to stop driving behaviors that may endanger the driver or the public, to educate the driver to the laws and proper driving behavior, and to bring the violator into compliance with the laws.
- G. Warnings are sometimes just as effective of an educational tool as are citations. Warnings may be given verbally or in writing.
- H. Members are reminded that compliance with the law is the goal of enforcement. If the member feels a warning is not likely to change a person's future driving behavior, then a citation should be issued.
- I. Members shall notify violators of the court date and disposition alternatives for the citation, such as the method of paying the citation prior to the court date, and the process for contesting the citations and requesting a hearing. Traffic offenders are not required to sign a citation as a promise to appear in court, as such, officers cannot arrest individuals who refuse to provide a signature.

9.03 TRAFFIC COLLISIONS

- A. When investigating traffic accidents requiring a State accident report be completed (total damage in excess of \$1,000 or injury), members shall make every effort to determine the most human contributing cause of the accident.
- B. If there is probable cause to support a violation of the traffic laws, a citation charging the appropriate violation will be issued to the driver(s) causing the accident. Exceptions to mandatory citations:
 1. Accidents where very minor property damage exists and there are no injuries.
 2. Accidents involving on-duty law enforcement personnel.
 3. Accidents where extenuating circumstances exist, but otherwise would meet the criteria to issue a citation. In such cases, officers shall notify a supervisor and make a notation in the narrative of the CR-1 indicating the reason a citation was not issued.
- C. When members are investigating a traffic collision where serious bodily injury is present, the officer should notify a supervisor. Supervisors in turn should consider calling out appropriate resources. Consideration should be given to whether the injury could later result in loss of life or not.
- D. Members shall always answer all reasonable questions posed by individuals involved in collisions. Members should provide accurate information about how the individual can obtain a copy of the police report by providing a case number and the contact information

for WYDOT. Additionally, officers should make individuals aware that copies of collision reports shall generally be available to them via the ReportBeam website. However, the agency will provide copies of collision reports to involved parties when necessary.

9.04 ISSUANCE OF CITATIONS

- A. Members are encouraged to forward cases into the Town of Jackson Municipal Court for prosecution when appropriate to do so. Considerations in determining appropriateness should include:
 - 1. Whether the offender is a first-time offender
 - 2. If the offender would benefit from being on supervised probation
 - 3. If the offender lives in the region
 - 4. If the offender is a juvenile (juveniles cannot be processed into Municipal Court for criminal violations)
 - 5. If the offense is domestic violence related, as those cases are more appropriately handled in Circuit Court
 - 6. If a possession of marijuana case
 - 7. Is the offender a repeat offender where enhanced penalties may apply?
 - 8. Are there extenuating circumstances that lead the officer to believe Circuit Court is a better fit for handling the matter?

9.05 OFFICER SERIOUS INJURY OR FATALITY

- A. The Department and its members recognize the inherent risks associated with police work and the real possibility of another member being critically injured or killed in the performance of his or her duties.
- B. This Department will extend tangible and emotional support to the immediate family, other members, and extended family as much as feasibly possible.
- C. In the event of a serious injury or death, immediate personal notification is essential to keep family members from learning about the injury or death from a friend or the media.
- D. In the case of a critical injury or death, the safety of on-scene members is paramount. All first aid and lifesaving procedures should be conducted without delay or concern for outside factors, other than the safety of all members. Only after the individual member(s) are cared for, will efforts to preserve the scene and evidence be conducted.
- E. The name of the deceased or critically injured member shall not be released to the media or any other parties outside law enforcement before notifications have been made to immediate family and survivors in the area. Moreover, all communications regarding the name of the member injured or killed should be conducted utilizing devices other than the police radio to maintain confidentiality.
- F. If the media discovers the member's name prematurely, the ranking member present should make direct contact with media representatives and request the information not be used until the family and survivors can be notified.
- G. The Department maintains on file a document for each member indicating the member's "last requests" (critical incident form) relating to notification of family members. This document should be utilized prior to notification to grant those last requests of the member, if possible.
- H. When the notification is made, it will be obvious to the family member that there is a serious situation. Therefore, the use of any delaying tactics is not appropriate. Although it is natural for the notifying member to attempt to help resolve the grief, well-meaning comments are often offensive to the spouse and are usually counterproductive.

- I. The spouse should be provided with an accurate account of the events surrounding the incident and the current medical condition of the member. There are few exceptions to this rule because if the family learns they have not been told the whole story, the family will usually feel resentment, anger, and betrayal.
- J. Immediately after notification, the spouse will usually want to be taken to the hospital, and this request should be honored.
- K. Sometimes well-meaning members will want to protect the spouse from seeing the injured member while the member is under intensive care or the deceased member until the body has been prepared at the funeral home. Both of these, too, will likely create feelings of resentment, anger, and betrayal and will result in long-term negative feelings toward the Department.
- L. Moreover, such visits allow the spouse closure. For example, it helps them begin to accept the fact that something tragic has happened to the member. Until they see the member, there is an element of denial and a belief that the Department has made a big mistake about the identity of the member involved.
- M. If the spouse wishes to see the body at the hospital, this should be allowed. If the body is mutilated or burned, the spouse should be informed of that fact; however, if the spouse insists upon seeing the body, the request should be considered.
- N. As soon as practical after the incident, the Chief of Police, Operations Lieutenant, the Investigative Supervisor, the County Attorney, and a Victim Services representative shall be notified. In cases involving death, the County Coroner shall also be notified.
- O. The on-duty supervisor or his designee shall utilize the injured/deceased member's critical incident notification form and attempt to have the member(s) and clergy named in the form as part of the notification team. Should the chosen member(s) not be available in a timely manner, the responsibility shall fall to the Chief of Police or in the Chief's absence, to the Operations Lieutenant. If neither the Chief nor the Lieutenant can be located, the senior member working shall assume the responsibility for notifications.
- P. The family notification shall be made in person, if possible. The notification detail should consist of a team of two. One to transport the spouse and one to remain at the home to be with the children, to answer the telephone, to contact additional persons and/or clergy, as requested, and to perform other duties, as needed and appropriate.
- Q. The Chief of Police or Operations Lieutenant shall conduct a news conference or issue a media release as soon as practical, providing information, as appropriate.
- R. As time permits, yet in a timely manner, the Mayor, Town Administrator, Finance Director, County Sheriff, and all department supervisors shall be notified.
- S. The Chief of Police shall determine the appropriate investigation necessary in any line-of-duty death or critical injury including the need to utilize outside agencies, such as the Department of Criminal Investigation (DCI) or the Wyoming Highway Patrol.
- T. From the time of the death until the funeral, the agency should offer continued appropriate support services such as childcare, telephone answering, notifications, assistance in dealing with the response from the public and other agencies, meal assistance, and transportation. Some of these support services will continue to be needed for some time following the funeral.
- U. It is essential for the family to be actively involved in planning the funeral arrangements and their wishes fully considered. A common complaint from families is that the agency determined the funeral to be the agency event to coordinate and plan, and as a result, the agency disregard the wishes of the survivors. Sometimes this is the result of a misguided belief that the family should not be burdened with such matters.

- V. If a suspect has been charged in the death, it is important to keep the family advised during the trial process. It is essential to provide the family with a complete briefing just prior to the start of the trial to ensure they will be aware of the procedures of the trial process and the critical issues of the case before learning of them through the media.
- W. If during the trial, additional issues are to be raised, the family should be so advised in advance. In addition, the family should be briefed on and given help in dealing with the media.

9.06 SUPERVISORY RESPONSIBILITIES AT THE SCENE OF AN OFFICER SERIOUS INJURY OR FATALITY

- A. First aid to survivors
- B. First set of notification
 - 1. Chief and Lieutenant
 - 2. Coroner
 - 3. Investigative Sergeant
 - 4. County Attorney
 - 5. Victim Services Representative
- C. Maintain police radio frequency confidentiality
- D. Should the media learn the member's identity prematurely, the ranking member present should make direct contact with the media representative requesting confidentiality until the family notification is completed.
- E. Assign responsibility to obtain member's confidential notification form
- F. Make assignments, following the member's notification preferences.
- G. Assist Police Chief, ensuring the chief's personal contact with the member's family.
- H. As directed by the Chief of Police and as time permits, notify the Mayor Town Administrator, Finance Director, Teton County Sheriff, and all department supervisors.

9.07 VEHICLE INVENTORIES

- A. Whenever a member of the Department removes the occupants of a vehicle, (typically due to an arrest of the individual) from the vehicle involuntarily and subsequently has the vehicle towed, so as to take custody of the vehicle, a vehicle inventory is to be performed. It should be noted that inventories do not apply to vehicles towed under the "snow tow" ordinance, as the vehicle is not typically occupied.
- B. The inventory shall be made using digital photographs of the vehicle and its contents, including closed containers.
- C. Inventory photographs shall be attached to the RMS report.
- D. Items of significant value or those that pose a potential public safety risk, such as a firearm, should be given consideration to be booked-in as a "safe keeping" item if deemed necessary by the shift supervisor. At a minimum, if the item is not retained for safekeeping, then the member should photograph the item and make a special notation in the report that the item was present at the time the vehicle was inventoried so as to account for the items whereabouts.

9.08 SPANISH LANGUAGE STIPEND

- A. The Jackson Police Department offers a Spanish Language Stipend as outlined in a policy approved by the Town Manager.

Monthly Stipend Amounts								
	Full Time Personnel				Variable Hour Personnel			
	Max Available	Oral Proficiency	Written Proficiency	Reading Proficiency	Max Available	Oral Proficiency	Written Proficiency	Reading Proficiency
Advanced High	\$ 400.00	\$ 200.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 50.00	\$ 50.00
Advanced Mid	\$ 350.00	\$ 175.00	\$ 87.50	\$ 87.50	\$ 175.00	\$ 87.50	\$ 43.75	\$ 43.75
Advanced Low	\$ 300.00	\$ 150.00	\$ 75.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 37.50	\$ 37.50
Intermediate High	\$ 250.00	\$ 125.00	\$ 62.50	\$ 62.50	\$ 125.00	\$ 62.50	\$ 31.25	\$ 31.25
Intermediate Mid	\$ 200.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 50.00	\$ 25.00	\$ 25.00
Intermediate Low	\$ 150.00	\$ 75.00	\$ 37.50	\$ 37.50	\$ 75.00	\$ 37.50	\$ 18.75	\$ 18.75
Novice High	\$ 50.00	\$ 25.00	\$ 12.50	\$ 12.50	\$ 25.00	\$ 12.50	\$ 6.25	\$ 6.25
This breakdown provides recognition and value for employees that excel and not only speak, but write and read in Spanish as well.								
Non-Office or Non-Police employees are only eligible for the Oral Proficiency amount as those personnel would not have the opportunity to use reading and writing skills. Examples of these positions include but are not limited to Transit Operators, Equipment Operators, Street Operators.								
For Example: Full time employee scoring IM for Oral, AL for Written, and NH for Reading would receive \$187.50/mo.								
Spanish Fluency Stipend amounts are subject to change.								
Employees receiving stipends are required to recertify every two years in July. Newly hired employees qualifying for a stipend will be required to recertify every two years on their hire date anniversary.								

9.09 CROWD MANAGEMENT

A. PURPOSE

1. The purpose of this policy is to establish guidelines for effectively managing crowds and preserving the peace and welfare of the community during demonstrations or during civil disturbances.

B. POLICY

1. This agency will strive to effectively manage crowds during demonstrations or during civil disturbances to prevent loss of life, prevent injury to persons and to prevent property damage from occurring when possible.
2. This agency will strive to effectively manage crowds during demonstrations or during civil disturbances to prevent loss of life, prevent injury to persons and to prevent property damage from occurring when possible.
3. Additionally, this agency will strive to minimize disruption to inhabitants of the area that are directly impacted by the event and effectively address safety and/or ingress and egress concerns relating to the motoring public, pedestrians, bicyclists or other users of the public right-of-way.
4. Members encountering such incidents shall adhere to this policy to protect life, property, and the exercise of First Amendment rights guaranteed to all individuals by the Constitution of the United States.
5. In rare circumstances involving emergencies, and in widespread highly volatile civil unrest with the potential for widespread violence, the Incident Commander (IC) may temporarily suspend any policy, provision, or guideline contained herein when such action is determined to be the only reasonable alternative for the prevention of loss of life or major property damage.

C. DEFINITIONS

1. Civil Disturbance: A gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. Such a gathering may also be referred to as a riot or unlawful assembly.
2. Crowd Control: Techniques used to address civil disturbances, to include a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.

3. Crowd Management: Techniques used to manage lawful assemblies before, during, and after the event for the purpose of maintaining their lawful status through event planning, pre-event contact with group leaders, issuance of permits when applicable, information gathering, personnel training, and other means.
4. Demonstration: A lawful assembly of persons organized primarily to engage in First Amendment activity. These may be scheduled events that allow for law enforcement planning. They include, but are not limited to, marches, protests, and other assemblies intended to attract attention to a particular cause or issue.
 - a. *NOTE*: Lawful demonstrations can devolve into civil disturbances that necessitate enforcement action when unlawful acts occur. It is also recognized that isolated individuals may become engaged in unlawful acts that require enforcement action, when the larger assembly remains lawful and requires no enforcement action.
5. Impact Projectiles: Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range distances. These may include direct fire or non-direct skip-fired rounds.
 - a. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground in an attempt to stop unlawful activities and disperse individuals engaged in those activities to preserve the peace of the community and restore order.
6. Incident Commander: (IC) person responsible for overall control of a demonstration or civil disturbance.

D. PROCEDURES

1. General Management and Organization Principles
 - a. Government may impose reasonable restrictions on the time, place, and manner in which persons engage in First Amendment activity. The department shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, facilitate uninhibited commerce and freedom of movement.
2. Organization of responsibilities shall be as follows:
 - a. The Chief of Police will designate an Incident Commander (IC) responsible for overall control of a demonstration or civil disturbance.
 - b. In the case of a widely dispersed demonstration or disturbance, or an event with multiple locations, multiple ICs may be assigned at the discretion of the Chief of Police.
 - c. The IC shall be responsible for preparing tactical plans and management details associated with planned demonstrations.
3. The primary objectives of the IC at a civil disturbance will be as follows:
 - a. Protect persons, regardless of their participation in the disturbance; and protect property.
 - b. Disperse disorderly or threatening crowds in order to eliminate the immediate risks of continued escalation and further violence.
 - c. Arrest law violators and remove or isolate persons inciting violent behavior.

4. Members shall be briefed on what to expect and appropriate responses. They shall be informed that the IC or his designee shall be responsible for ordering any response deemed appropriate.
5. It is the policy of this department to avoid making mass arrests unless absolutely necessary to preserve peace.
6. All event proceedings shall be photographed and audio and video recorded.

E. Use of Force

1. All use of force shall be regulated by the "Force Response" policy of this agency.
2. Unless exigent circumstances justify immediate action, members shall not independently make arrests or employ force without command authorization.
3. All officers providing assistance to this agency through mutual aid agreements, contracts, or related means shall be informed that they are under the direction and control of this Department's command and supervisory personnel.
4. The following restrictions and limitations on the use of force shall be observed during demonstrations and civil disturbances. In all cases, weapons should be carried and deployed only by trained and authorized officers:
 - a. Canine teams may respond as backup when appropriate but shall not be deployed for crowd control (i.e., containment or dispersal). Canines shall remain in patrol vehicles or other secure locations and, whenever reasonably possible, out of the view of the crowd. Canines may be deployed in appropriate circumstances related to bomb detection, pursuit of suspects in buildings, and related situations.
 - b. Horses may be used to create a perimeter, direct movement of crowds and control groups in nonviolent demonstrations as appropriate. They shall not be used against passively resistant demonstrators who are sitting or lying down. Horses shall not be utilized when the use of chemical agents is anticipated or deployed, nor shall they be used in icy or snow conditions or when similar lack of footing may jeopardize the animal, rider, or others.
 - c. Motor vehicles may be used to create a perimeter and direct movement of crowds as appropriate, but shall not be brought into physical contact with persons unless deadly force would be justified.
 - d. Impact weapons may only be used in civil disturbances or to overcome resistance of an individual(s) engaged in unlawful acts that may actively resist arrest.
 - e. Impact projectiles shall not be fired indiscriminately into crowds.
 - (1) Non-direct (skip-fired) projectiles and munitions may be used in civil disturbances where life is in immediate jeopardy, or the need to use the devices outweighs the potential risks involved.
 - (2) Direct-fired impact munitions, to include beanbag and related projectiles may be used in civil disturbances and have a proven track record of safe and effective use in public order management, when deployed in a manner that recognizes the unique factors involved, including the potential risk of hitting an unintended target due to officer-subject range and crowd density. Accordingly, direct-fire munitions can generally be used during civil disturbances against specific individuals who are engaged in conduct that poses an immediate threat of death or serious injury or significant levels of property damage.

- (3) A verbal warning should be given prior to the use of impact projectiles when reasonably possible and when directed by the Incident Commander (IC).
 - f. Electronic control devices (ECDs) shall be used during civil disturbances only for purposes of arrest of actively resistant individuals posing an immediate threat to the officer(s) or the public and when alternative less forceful means of control are not available or are unsuitable and only when the individual can be accurately targeted. ECDs shall not be fired indiscriminately into crowds.
 - g. Oleoresin capsicum (OC) may be used in civil disturbances against specific individuals engaged in unlawful conduct or actively resisting arrest, or as necessary in a defensive capacity when appropriate. OC spray shall not be used indiscriminately against groups of people where bystanders would be unreasonably affected, or against passively resistant individuals. High-volume OC delivery systems (such as MK-9 and MK-46) are designed for and may be used in civil disturbances against groups of people engaged in unlawful acts or endangering public safety and security when approved by the IC. Whenever reasonably possible, a warning shall be issued prior to the use of these systems.
 - h. CS (2-chlorobenzalmalononitrile) and CN (phenacyl chloride) chemical agents may not be used in any instance.
 - i. A baton or similar device can be used in civil disturbances primarily as a defensive weapon; as a means of overcoming resistance (e.g., used in the two-hand horizontal thrust on a police line); as a show of force; or as a means to contain or to disperse a crowd engaged in unlawful activities.
- F. Use-of-Force Reporting and Investigation
- 1. Because of the unique logistical and safety concerns presented by civil disturbances, the department's command staff shall comply with the following protocols during such events:
 - a. A member of the Department's command staff shall be assigned to the command post of the IC during a declared civil disturbance to coordinate and record force-related information and complaints.
 - b. The designated supervisor shall investigate serious uses of force, as defined by the Department, and complete a use-of-force report.
 - c. The supervisor conducting the use of force investigation shall have full access to video and photographic records documenting law enforcement and crowd actions.
- G. Demonstrations—Preparation, Planning and Response
- 1. The Chief of Police shall confer with the Town Manager on objectives of police activities for maintaining peace and order for the community.
 - 2. The IC or a designee, shall prepare a written action plan subject to the approval of the Chief of Police.
 - 3. Every effort shall be made to make advance contact with the leaders of a demonstration and to gather information about the event to ensure accurate assignment of personnel and resources. Necessary information includes:
 - a. What type of event is involved?
 - b. When is it planned?

- c. Will the event coincide with other routine, large scale events (e.g. special events)?
 - d. Is opposition to the event expected?
 - e. How many participants are expected?
 - f. What are the assembly areas and movement routes?
 - g. What actions, activities, or tactics are anticipated, to include use of demonstrator devices designed to thwart arrest (e.g., dragon sleeves and u-locks)?
 - h. What if any critical infrastructures are in the proximity of the event?
 - i. Have permits been issued?
 - j. Have other agencies such as Fire/EMS been notified?
 - k. Is there a need to request mutual aid?
 - l. Will off-duty personnel be required?
 - m. What is the history of conduct at such events and whether group leaders are cooperative?
4. The action plan shall address provisions for the following and be distributed to all affected members:
 - a. Command assignments and responsibilities
 - b. Personnel, unit structure, and deployment
 - c. Liaison with demonstration leaders
 - d. Liaison with outside agencies
 - e. Release of information to the news media
 - f. Transportation, support, and relief of personnel
 - g. Staging points for additional resources and equipment
 - h. Traffic management
 - i. Demonstrator devices, extrication teams, and equipment
 - j. First aid stations established in coordination with emergency medical service providers
 - k. Transportation of prisoners
 - l. Prisoner detention areas
 5. Members shall be deployed to monitor crowd activity. Sufficient resources to handle multiple unruly persons shall be available, depending on the fluidity of the situation and degree of actual or likely disruption.
 6. Members shall wear their badges and nametags or other identification in a visible location on their person at all times.
 7. Members shall be positioned in such a manner as to minimize contact with the assembly.
 8. Members shall not engage in conversations or be prompted to act in response to comments from demonstrators. Members shall maintain a courteous and neutral demeanor with an overall objective towards maintaining peace and order for the community.
 9. Persons who reside, are employed, or have emergency business within the area marked off by a police line shall not be prevented from entering the area unless circumstances suggest that their safety would be jeopardized or their entry would interfere with law enforcement operations.
 10. Unit leaders shall establish and maintain communication with demonstration leaders and relay information on crowd mood and intent to the IC.

11. Supervisors shall maintain close contact with their assigned members to ensure compliance with orders, monitor behavior and disposition, and ensure that they are aware of any changes in crowd behavior or intent.
- H. Response to Spontaneous Civil Disturbances
1. The first member to arrive on the scene of a spontaneous civil disturbance shall:
 - a. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent;
 - b. Notify dispatch of the nature and seriousness of the disturbance, particularly the availability of improvised or deadly weapons, the location, estimated number of participants, current activities (e.g. blocking traffic), direction of movement, and ingress and egress routes for emergency vehicles;
 - c. Request the assistance of a supervisor and necessary backup;
 - d. If approaching the crowd would not present unnecessary risk, instruct the gathering to disperse; and
 - e. Attempt to identify crowd leaders and agitators engaged in criminal acts.
 2. The first member or supervisor in charge at the scene shall:
 - a. Deploy members at vantage points to report on crowd actions;
 - b. Establish a perimeter sufficient to contain the disturbance and prohibit entrance into the affected area;
 - c. Ensure that, to the degree possible, uninvolved civilians are evacuated from the immediate area of the disturbance;
 - d. Establish a temporary command post; and
 - e. Provide ongoing assessment to dispatch.
 3. In the area outside the perimeter, the IC shall ensure that the following actions are taken:
 - a. Move and reroute pedestrian and vehicular traffic around the disorder.
 - b. Control unauthorized ingress and egress by participants.
 - c. Prevent attempts to assist or reinforce the incident participants from outside the area.
 4. The IC shall also ensure that:
 - a. Adequate security is provided to fire and EMS personnel in the performance of emergency tasks;
 - b. Support and relief of personnel are available;
 - c. A secure staging area for emergency responders and equipment is designated;
 - d. Liaison and staging points for media representatives are established and available information is provided as appropriate;
 - e. An event log is staffed for documenting activities and actions taken during the course of the incident;
 - f. Photographs are taken and video recordings of event proceedings are made;
 - g. Photographs are taken of any injuries sustained by law enforcement officers or the public; and
 - h. The need for full mobilization of sworn officers and the recall of off-duty officers is determined.
- I. Crowd Dispersal

1. Before ordering forced dispersal of a civil disturbance, the IC shall determine whether lesser alternatives may be effective. These alternatives include the use of containment and dialogue as follows:
 - a. Establish contact with crowd leaders to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal.
 - b. Communicate to the participants that their assembly is in violation of the law and that the department wishes to resolve the incident peacefully, but that acts of violence will be dealt with swiftly and decisively.
 - c. Negotiate with crowd leaders for voluntary dispersal, or target specific violent or disruptive individuals for arrest.
2. Prior to issuing dispersal orders, the IC shall ensure that all potentially necessary law enforcement, fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.
3. When the IC has determined that an unruly gathering is present and crowd dispersal is required, he or she shall direct members, where time and circumstances permit, to issue warnings prior to taking action to disperse the crowd.
 - a. The warning shall consist of an announcement citing the offenses or violations being committed, an order to disperse, and designated dispersal routes. A second and a third warning shall be issued at reasonable time intervals before designated actions are taken to disperse the crowd. Where possible, the warnings shall be audio or video recorded and the time and the names of the issuing members recorded in the event log.
 - b. Specific crowd dispersal tactics shall be ordered as necessary where the crowd does not heed warnings. These include, but are not limited to, any one or combination of the following:
 - (1) Display of forceful presence to include police lines, combined with motorcycles, law enforcement vehicles, mounted units, and bicycle units
 - (2) Crowd encirclement
 - (3) Multiple simultaneous arrests
 - (4) Use of aerosol crowd control chemical agents
 - (5) Law enforcement formations and the use of batons for forcing crowd movement

J. Mass Arrest

1. In a civil disturbance it may be necessary to make arrests of numerous individuals over a relatively short period of time. For this process to be handled efficiently, safely, and legally, the following shall be observed:
 - a. Mass arrests shall be conducted by designated squads.
 - b. An adequate secure area shall be designated for holding prisoners while awaiting transportation.
 - c. Arrest teams shall be advised of the basic offenses to be charged in all arrests, and all arrestees shall be advised of these charges.
 - d. Arrestees who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing; two or more officers shall carry those who refuse to walk.

- e. Prisoners shall be searched incident to arrest for weapons, evidence of the crime of arrest, and contraband.
- f. Photographs shall be taken of the arrestee and any prisoner property.
- g. Injured prisoners and those who request medical attention shall be provided medical attention prior to transportation to the detention facility. Photographs shall be taken of all injuries.

K. Deactivation

- 1. When the disturbance has been brought under control, the IC shall ensure that the following measures are taken:
 - a. All personnel engaged in the incident shall be accounted for and an assessment and documentation made of personal injuries.
 - b. Witnesses, suspects, and others shall be interviewed or questioned.
 - c. All necessary personnel shall be debriefed as required.
 - d. All written reports shall be completed as soon as possible after the incident. Comprehensive documentation of the basis for the incident, the department's response to the incident, with a statement to include the costs of equipment, personnel, and related items shall be completed.

9.10 CRIME SCENES

- A. On multi-agency incidents the member assigned to the scene, must assume Incident Command of the scene (IC) immediately upon arrival and must retain command until relieved or until the investigation is completed. The member should notify dispatch that they have assumed this role.
- B. The first responsibility of the IC is to ensure scene safety. If a crime scene, the IC should do a sweep of the location to eliminate the possibility of immediate threats to responding personnel.
- C. If the scene is determined to be free of threats, the IC should immediately switch their efforts to life saving measures if there are injured person(s) present.
- D. Once all life-saving responsibilities have been addressed appropriately, the IC should immediately establish a crime scene perimeter to limit access and the destruction of possible evidence.
- E. If a traffic collision with injuries, members of the Department will render medical assistance to injured persons to the extent they are trained to do so and as deemed necessary by the members present.
 - 1. It is likely that Fire and EMT services personnel will assist in performing any lifesaving effort if injured persons are found at the scene, and such personnel will not be hampered by law enforcement personnel until their task is concluded.
 - 2. However, if a cold crime scene, the IC shall determine if it is necessary, or not, to allow EMT services personnel access to bodies to check for signs of life on obviously deceased persons if the IC has already established beyond a reasonable doubt that no signs of life are present and that no advanced life saving measures would likely change the outcome. This determination will be based upon training and experience. If in doubt, the IC should immediately escort EMT services personnel to the body and allow EMT services personnel access to the body to determine if signs of life exist or not. Special care should be given to preserve evidence that may be present, to include but not limited to all EKG pads attached to the body.

- F. The IC will then re-establish restricted access to the scene. The names of all emergency personnel, including ambulance attendants, will be recorded in an incident report.
- G. Scene Security and Access
 - 1. No persons will be permitted within a crime scene, except personnel involved in a lifesaving role and except those whose presence will directly further the investigation being conducted.
 - 2. Although the media cannot be prevented from recording or photographing a crime scene, it has no right to greater access than the public. As such, the media cannot enter a secured scene without permission but may freely enter and take photographs from any place open to public access.
 - 3. All persons should report to the IC or the IC's designee before entering the scene.
 - 4. All personnel entering the scene and their assigned functions will be identified and recorded when they report to the IC. The IC will be responsible for the delegation and direction of all personnel.
 - 5. All law enforcement personnel permitted within a crime scene should submit a supplemental report providing details, of their activity and function at the scene.
 - 6. Scenes involving establishments, grounds, or parking lots open to the public will be closed if access to any portion thereof interferes with the security of the scene.
- H. Identification, Preservation, and Collection of Evidence.
 - 1. No physical object will be moved, or evidence collected, other than for safety reasons or to prevent its destruction, until directed by the IC.
 - 2. Depending upon the type of crime(s), complexity of the scene(s) and the level of expertise required to process the scene, the IC may personally process the scene or may request assistance from Investigations and/or other members or divisions, as appropriate. However, on large scale incidents, no outside agency shall be utilized without the consent of the Operations Lieutenant or the Chief of Police.
 - 3. The IC will ensure that all crime scene processing activities are documented and that all collected evidence is properly collected, logged, packaged, transported, and secured. Written documentation may be supplemented by photography and sketching, as needed. Written documentation will also include all the tasks performed even if the results of the evidence search and processing were negative.

9.11 FORCED BLOOD SAMPLES

- A. Officers may forcibly remove blood from arrestees in the following instances:
 - 1. If a person refuses to provide a blood sample after they have been arrested for a violation of Wyo. Stat. Ann. 31-5-233, and where serious bodily injury or death has resulted to someone other than the arrestee.
 - 2. Any other felony crime for which a blood sample from the arrestee is needed for evidentiary purposes.
 - 3. With a valid search warrant for a felony.
- B. The use of physical force to remove blood must be authorized by the on-duty Sergeant. If a Sergeant cannot be located, the shift's Corporal may be utilized as the authorizing supervisor. When in doubt regarding using force to obtain a blood draw, contact the on-call county prosecutor.
- C. All forced blood draws will be video recorded and the video booked as evidence.
- D. Members must meet four conditions before blood can be forcibly removed from a person.
 - 1. A lawful arrest;

2. Probable cause for the seizure; and
 3. The sample must be removed in a medically approved manner utilizing a reasonable force response, and
 4. The person taking the sample must be a physician, registered nurse, qualified clinical or laboratory technician or other person who routinely does venipuncture.
- E. Officers must first attempt to seek and receive voluntary compliance from the subject for the medical removal of blood samples. Obtaining the blood sample through the use of force should be considered only as a method of last resort.
 - F. A hospital is obviously the most practical setting for forcibly drawing blood. However, if transportation to a hospital is not feasible, qualified technicians from a department approved medical laboratory service may be called to do the blood draw.
 - G. If the use of physical force is necessary to remove a blood sample, officers should carefully articulate in their arrest reports the facts of the incident. The report should include:
 1. The exigent circumstances necessitating the need for a blood sample;
 2. The attempts and methods to gain voluntary compliance from the subject for the blood draw;
 3. The nature of the resistance;
 4. The number of officers required to subdue the arrestee;
 5. Each officer's actions; and,
 6. The names, credentials, and contact information of all health care professionals participating in the blood draw.

9.12 UNATTENDED DEATHS AND DEAD BODIES

- A. In the event the scene involves an unattended death or the presence of a dead body, the scene shall be treated as a homicide and processed accordingly, until such time that sufficient information or evidence proving otherwise is achieved. At which time, the level of investigation may be downgraded, except in suspected suicide cases, which shall be treated in the same manner as a homicide case until an autopsy reveals a manner of death.
- B. Scenes involving an unattended death or dead body where the deceased suffered from a critical illness or was currently being treated by a physician for a terminal illness that is common knowledge to witnesses and can be confirmed through a physician, do not need to be treated as a homicide case, but rather treated as a natural death and the only requirement is to collect basic information sufficient to document the death adequately in a police report.

9.13 SEXUAL ASSAULT INVESTIGATION

- A. If a member responds to a call and determines it to be a sexual assault or child sex abuse, the member is to contact the investigative supervisor as soon as practical to consult about the case facts known to that point. In the absence of the investigative supervisor, another detective should be contacted. The supervisor or the detective may give direction to the member about how to best proceed with the case.
- B. In all sexual assault cases, the first responding member should conduct the initial investigation to gather basic information about the case (see letter "F" below for direction on cases involving juveniles.)
- C. The member should arrange for a sexual assault examination at St. John's Hospital, preferably by a Sexual Assault Nurse Examiner (SANE) qualified nurse.
- D. In some circumstances, the victim may go to the hospital on their own accord and request that a sexual assault kit be collected by hospital staff. The victim may also choose at that

time not to have law enforcement contacted. In this event, the member should only respond to the hospital, collect the kit, and place it into the RMS property room as an item for safekeeping. The kit will then be sent to the Wyoming State Crime Lab for processing.

- E. If the assault involves an adult victim, the Community Safety Network (CSN) should be notified and a volunteer asked to meet with the victim at the hospital, if so desired by the victim. In cases where the victim and/or law enforcement has already been working with Victim Services, CSN need not be contacted unless requested by the victim.
- F. If the assault involves a juvenile victim, the same procedures are utilized; however, Victim Services should be notified in lieu of the CSN, and the scope of the victim interview should be limited to establishing that a crime probably occurred, as the child will be later interviewed by a trained child forensic interviewer.
- G. The notified detective shall arrange for a pediatrician to conduct a medical examination of the child and for a child forensic interview to take place at the Hirschfield Center following the medical examination, if possible.
- H. All victims of sexual assault shall be treated with dignity and respect by members of the Department regardless of the circumstances of the case. The responding members should avoid re-victimizing the victim and should not place judgment on the circumstances leading to the assault. However, this does not preclude a member from confronting a victim who is believed to have made a false report if the evidence supports that is what occurred. This type of challenging interview is typically best performed by a detective at a later date rather than challenging the alleged victim on the day they choose to report.
- I. Members investigating sexual assault cases should remember to collect the victim's clothing if the assault recently occurred. Additionally, bed linens should be collected if the assault occurred on a bed, however, search warrant considerations should be given if the bedroom does not belong to the victim. If the victim has changed clothing since the assault occurred, officers should inquire if the soiled clothing still exists for collection. The officer should collect all material believed to contain biological evidence of the assault.
- J. No members should release the names or identities of victims or suspects involved in a sexual assault case according to State Law.
- K. In cases involving juvenile victims or suspects, dates of birth shall be omitted from probable cause affidavits and affidavits in support of warrants. In addition, victim's names shall be omitted from these documents as well.

9.14 JUVENILE CUSTODY, DETENTION, AND SHELTER CARE

- A. The Department is committed to a philosophy that decisions concerning custody and detention of juveniles are based upon what is best for the child and the community at the time the action is taken. In addition, Wyoming State law provides statutes concerning juvenile custody that helps direct that philosophy to create consistency in application of the environment appropriate to the situation, realizing that some instances call for incarceration when the child may be a danger to themselves or others.
- B. The Department is committed to enhancing our working relationship with the county attorney's office who will ultimately be responsible for the juvenile's progression through the courts. To that end, members shall consult with the county attorney on all cases involving juveniles as suspects, victims, runaways, or who might otherwise be a candidate for shelter care or detention.
- C. State statutes and court orders direct when a juvenile can be taken into custody. The statute that directs when a juvenile may be taken into custody without a warrant or court order is Wyo. Stat. Ann. § 14-6-205.

- D. Although statutes and court orders provide broad authority for taking a child into custody, taking a child into custody should reflect a decision based upon the philosophy that the custody was in the best interest of the child and/or the public at the time.
- E. Child in Need of Supervision (C.H.I.N.S.)
 - 1. Officers may also come into contact with juveniles in a non-criminal setting.
 - 2. A “child in need of supervision” (C.H.I.N.S.) is defined in Wyo. Stat. Ann. § 14-6-402(a)(iv).
 - 3. A status offense is defined in Wyo. Stat. Ann. § 14-6.4-2(a)(xx).
 - 4. State statutes and court orders direct when a juvenile can be taken into custody as a C.H.I.N.S. The statute that directs when a juvenile may be taken into custody without a warrant or court order is Wyo. Stat. Ann. § 14-6-405. This statute covers runaway situations.
- F. Detention/Shelter Care
 - 1. The County Attorney’s Office and the Department of Family Services shall be immediately notified of a juvenile that is taken into custody, and as is reasonably practical should be consulted when evaluating whether to take a juvenile into custody. The County Attorney’s Office and Department of Family Services will assist in organizing a placement for the juvenile after they are taken into custody.
 - 2. Any person taking a child into custody shall, as soon as possible, notify the child’s parent, guardian or custodian. Unless the child’s detention or shelter care is authorized by court order or required for any of the reasons delineated in Wyo. Stat. Ann. § 14-6-206(a) and Wyo. Stat. Ann. § 14-6-406(a), the child shall be released to the custody of his parent, guardian, custodian or other responsible adult upon that person’s written promise to present the child before the court upon request.
 - 3. Anytime an officer takes any enforcement action where the suspect is a juvenile, the procedures outlined below are to be followed. These procedures do not apply to traffic related citations, and only apply to a criminal or a status offense crime in which a juvenile (under 18 years of age) is the suspect.
 - a. The officer shall conduct a Juvenile Detention Risk Assessment. This assessment shall use the form created for this by the Wyoming Association of Sheriffs and Chiefs of Police. This may be done at the scene with the juvenile or at the station, but will be done before any detention or release option is implemented. Every attempt should be made to notify the custodial parents of this interaction at the earliest time practical.
 - b. After completing the assessment, an officer shall make the necessary arrangements for the detention option indicated. Note: that in the event the officer decides to override the assessment recommendation, the County Attorney’s Office must approve.
 - c. If it is decided the juvenile will be provided shelter care or placed in detention, the County Attorney’s Office shall be notified without delay and as per directive. Please call the County Attorney and fax the notification using the Juvenile Arrest Notification form created for this.
 - d. The assessment form will be made an attachment to the written report of the incident.
 - 4. Below is a list of available “levels of supervision” options:
 - a. Release to parent/guardian-no restrictions - low risk
 - b. Home detention – limited restrictions apply - low risk

- c. Voluntary placement in the Van Vleck Group home by parent/guardian - low to intermediate risk
 - d. Teton County Juvenile Holding Facility, which is administered by Van Vleck - intermediate risk
 - e. Five-County Detention and Youth Rehabilitation Center, Rexburg, Idaho - intermediate to high risk
 - f. Teton County Jail – See below restrictions
- 5. The general rule is that juveniles are not to be taken to the Teton County Jail, an adult detention facility except for in the following limited circumstances:
 - a. If it appears detention in the adult facility is a safer environment overall, then a juvenile can be held in the jail for no longer than six (6) hours, provided the juvenile is accused of a delinquent act, such as an actively violent juvenile who cannot be adequately controlled other than in the jail and provided they can be housed out of sight and sound of adults. In the event this exception is exercised it calls for an immediate hearing and approval of the Teton County Sheriff.
 - b. If the County Attorney indicated they are charging a juvenile as an adult and requests the juvenile be booked into the Jail.
- G. Admission to Teton County Juvenile Holding Facility
 - 1. In the event the juvenile is to be held at the holding facility, the detention staff must be notified immediately so staffing of the facility can be arranged.
 - 2. Any items a member finds during the search of a juvenile will be stored by the detention center, unless they are contraband or evidence, provided the items may be released to a parent or guardian so long as they are not contraband or evidence.
 - 3. The member taking custody of the juvenile shall ensure that arrangements for transportation to the holding facility are complete.
 - 4. The arrest report shall be completed prior to the arresting officer going off duty.
 - 5. In the event the member has reason to believe the juvenile is under the influence of alcohol or other drugs:
 - a. The member shall attempt to administer a portable breath test if alcohol is suspected.
 - b. If other drugs are suspected, the member shall attempt to secure a urine test.
 - c. If the juvenile refuses to submit to any test, it will be noted in the officer's report.
 - d. Members shall articulate in the report all objective symptoms related to the specific drug for possible additional charges.
 - e. This does not preclude a member from forcing a blood or urine sample as evidence from a juvenile pursuant to department policy regarding obtaining forced blood samples from suspects when serious bodily injury or death has occurred.
 - 6. If the level of influence or intoxication is such that it appears the juvenile is in need of medical attention; the member shall call for an ambulance to transport the juvenile to the hospital for treatment.
 - a. The member needs to ensure the juvenile is properly supervised while undergoing treatment.
 - b. In such cases, a doctor's release must be obtained prior to the admission of a juvenile to the holding facility. In the event a doctor's release is

secured but the juvenile is still under the influence, the juvenile can still be released to the holding facility but is to be monitored closely and transported back to the hospital, if needed.

- c. Members with a candidate for high-risk detention should first check to see that a bed is available at the facility.
 - d. Members should constantly monitor the welfare of the juvenile during transport.
 - e. Members should arrive at the facility with a pre-written affidavit supporting the need for the detention and provide it to their staff.
 - f. Members should fax a copy of the affidavit to the Teton County Prosecuting Attorney's office.
 - g. Members should complete all police reports prior to ending their shift.
7. During contacts with juveniles resulting in the potential for fines or other penalties, reasonable attempts shall be made to notify the juvenile's guardian.

9.15 MENTAL HEALTH DETENTION (TITLE 25)

- A. Ensuring safe, sensitive, effective and due process care while dealing with mentally ill persons can be complex, problematic, and high-risk for officers. The Department is committed to providing all mentally ill persons with dignity and respect and assisting with their care to the degree that is permitted by law. It is also understood that not all persons that law enforcement will come into contact with and suffer from mental illness are subject to detention, in fact most are not under commonly encountered circumstances.
- B. Title 25 of Wyoming State Statutes prescribes legal requirements before a person can be detained against their will for mental health reasons. Abuses of the protections provided by Title 25 can result in criminal penalties.
- C. If the patient is brought to the emergency room by a peace officer:
 1. The officer must have reasonable cause to believe a person is mentally ill is dangerous to himself/herself or others, as defined in Wyoming statutes.
 2. The officer must notify the on-call gatekeeper to complete the examination. This number can be obtained through the ER or Dispatch.
 - a. The examiner shall conduct an examination as appropriate, but in any event no later than 24 hours after initial detention.
 - b. The examiner will consult with the peace officer that completed the Form 3-81 part of the examination.
 - c. If the examiner does not plan to hold the patient, the peace officer has the right to request a consultation with the on-call manager.
 - d. If an examination does not take place, the patient shall be released.
 3. The officer is to complete and sign Form 3-81, leave a copy with the patient for the gatekeeper to review, notify the County Attorney's Office via fax, and personally notify the County Attorney's Office via phone.
 4. The on-call gatekeeper will conduct a preliminary examination and serve as the "examiner."
 5. The examiner must find one of the following:
 - a. If the patient is found not to be mentally ill, then the patient shall be released immediately.
 - b. If the examiner finds the patient was mentally ill, but is no longer dangerous to himself/herself or others, the patient shall be released immediately.

- c. If the examiner finds that the patient is mentally ill, the patient may be held for up to seventy-two (72) hours from the initial detention, excluding weekends and holidays, and an emergency detention hearing will be scheduled.
- D. If the patient arrives at the emergency room voluntarily, the officer may be called for security purposes, but is not involved in the Title 25 process other than to keep the peace. In the event a person attempts to leave the facility and the attending physician has not yet done a Title 25 on the individual, flight alone does not constitute authority to detain the individual. The responsibility lies with that of the attending physician who has been treating the individual to determine if the person is to be held on a Title 25 or not and may declare that the person is a threat to themselves or others and request the assistance of law enforcement to return the person to the hospital for an examination by the gatekeeper. In these cases it is not the peace officers responsibility to complete the Form 3-81.
- E. If the patient arrives at the emergency room voluntarily and is determined to be a Title 25 hold by the attending physician but then becomes violent, St. John's Medical Center will call to request assistance from law enforcement to control the individual Security staff employed by the hospital will also be called to respond and assist law enforcement with the detention.
 1. The officer shall control the situation and discuss patient issues with the physician and staff. The role of the law enforcement officer is to maintain the peace until Jackson Hole Community Counseling Center personnel arrive.
 2. If the officer has to physically restrain the individual prior to a qualified person completing a Form 3-81, thus constituting a forced detention, then the officer will complete the Form 3-81 and notify the County Attorney's office via phone and fax, regardless of whether or not the attending physician decides to do a Title 25 hold or not. The officer may be required to testify if there is an emergency detention hearing.
- F. If the patient is referred to the emergency room or is admitted by a private provider, such as a psychiatrist, attending physician, or licensed independent practitioner, an officer may be called for security purposes but is not involved in the Title 25 process other than to keep the peace.
- G. Regardless of who institutes a Title 25 hold, the peace officer or a physician, the police officer shall remain on the scene to keep the peace until it is reasonable to assume that no immediate risk is present. At which time the officer may turn security of the scene to security officers employed by the hospital. If the individual again becomes violent, police officers shall immediately respond back to the hospital to assist both hospital staff and security officers employed by the hospital.
- H. Emergency detention hearings are conducted pursuant to W.S.S. 25-10-109, and the County Attorney represents the State. The officer may be expected to testify.
- I. Involuntary hospitalization hearings are conducted pursuant to W.S.S. 25.10.110, and the County Attorney represents the State. The officer may be expected to testify.
- J. Overview of the Title 25 process:
 1. The Jackson Hole Community Counseling Center (JHCCC) acting as the gatekeeper will examine the patient, complete the 3-81, and testify at the 109 hearing and will almost always be the examiner.
 2. Whoever completes the 3-81 must be willing and prepared to testify in court at the 109 hearing that the patient being detained was mentally ill and a danger to himself/herself or others and to follow the patient until discharge.

3. If JHCCC completes the examination and the 3-81, JHCCC will follow the patient on a daily basis to assist with case follow-up, treatment and discharge planning through the 109 hearing and/or 110 hearing.
4. If a private provider initiates a Title 25 hold, the private provider must complete and sign the Form 3-81. The private provider will remain the examiner until such time as the Court appoints another examiner. In the event the examiner wishes to utilize the services of JHCCC, the attending physician must contact the JHCCC for a mental health consultation.
5. Law enforcement officers may be asked to provide secured transportation for potential Title 25 patients. In this situation, the private provider will call JHCCC to examine the patient and complete the 3-81.
6. If the peace officer signs the 3-81 form, it allows the examiner twenty-four (24) hours to complete the examination. If the provider (not an officer) completes the 3-81, then the examination has occurred and the 109 hearing is scheduled.
7. When someone is detained under 109, law enforcement shall immediately notify the person responsible for the care and custody of the detained person, if known, of the time and place of detention.
8. The peace officer who initially detained the person must give a copy of the 3-81 form to the patient and the gatekeeper who conducts the examination.
9. Individuals who complete a 3-81 will fax the form to the County Attorney's Office and will have dispatch notify the County Attorney's Office.
10. The law requires that if the examiner is not a physician, then the examiner's findings must be reviewed by a physician and a report be made to the court. The County Attorney will contact the patient's attending physician to appear at the 110 involuntary hospitalization hearing.
11. The County Attorney will file the application with the Clerk of Court. The Clerk of Court shall be responsible for locating a bailiff, District Court Commissioner, and an attorney for the patient.
12. The Court Commissioner will consult with the County Attorney, patient's attorney, and the examiner to discuss possible times for the court hearing.
13. The 109 hearing will be completed as expeditiously as possible after the completion of the 3-81, preferable within 12-36 hours, excluding weekend and holidays.
14. Even if the 3-81 hearing is conducted, the court may determine the patient is not mentally ill and may release the patient.

9.16 MISSING PERSONS/CHILD ABDUCTIONS

- A. The Department will accept any report of a missing person or runaway, including those received by telephone. Priority should be given to the handling of such reports, which are a higher priority than crimes involving property.
- B. The agency having jurisdiction over the missing person's place of residence generally has ultimate investigative responsibility for the missing person case. If the agency having jurisdiction is incapable of dealing efficiently with the investigation due to the distance between jurisdictions, the Department may opt to handle the investigation and forward a copy of the investigation to the outside agency as a courtesy report.
- C. Reasonable discretion may be used in determining if the report of the missing person is a valid one, but if there is any reasonable basis to believe that a missing person report is valid, an investigation shall be initiated.

D. Initial Response

1. The reporting party and any witnesses shall be interviewed to determine:
 - a. The type of missing person case (i.e. runaway, parental abduction, etc.);
 - b. If there are indications the person is at risk and/or the existence of any suspicious circumstances; and
 - c. The description of the missing person.
2. Information regarding missing persons less than 18 years of age or where there is evidence the missing person is at risk, should be entered into the NCIC missing person's system immediately. In other cases, the information should be entered as soon as practical.
3. NCIC/WCJIN policy defines the categories and criteria for entry of a missing person to include:
 - a. Disabilities: a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
 - b. Endangered: a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
 - c. Involuntary: a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, such as abduction or kidnapping.
 - d. Juvenile: person under the age of 18 who is missing and does not meet any of the entry criteria set forth in any of the previous categories.
 - e. Catastrophe: a person of any age who is missing after a catastrophe.
 - f. Other: a person over the age of 18 not meeting with the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.
4. When a report is taken on a missing person or runaway who resides outside our department's jurisdiction, the agency having jurisdiction over the missing person's residence address and where the missing person was last seen should receive a copy of the report without delay.
5. If it is determined the person is at risk, a victim of a crime or foul play, or in any case, under the age of 18, the case shall be handled with urgency. Based upon the circumstances of such report, appropriate action by officers or designated personnel may include:
 - a. Making a "Be on the Lookout" (BOLO) broadcast via police radio.
 - b. Consider sending out a NIXLE alert requesting assistance from the public.
 - c. Identifying persons at the scene.
 - d. Preserving the scene, if necessary.
 - e. Searching the area. With missing children, it is especially important to conduct a thorough search of the child's home, yard, neighborhood hangouts, parks, playgrounds and sources of obvious danger such as sewer access points, ponds, creeks, irrigation ditches, and livestock areas.
 - f. Calling a supervisor to the scene.
 - g. Examining court orders regarding custody matters.
 - h. Notifying other agencies.
 - i. Securing a recent photo.
 - j. Making a referral to local agencies or support groups.

- k. Utilizing additional resources (i.e. request additional personnel, arrange logistics, etc.)
 - l. Attempting to locate the missing person based on information obtained from witnesses
 - m. Beginning an activity log
 - n. Notifying the Investigative Supervisor.
 - o. Requesting the reporting party give written authorization for the release of dental/skeletal X-rays, or both, including instruction on where to obtain these.
 - 6. When a child is at risk or missing under suspicious circumstances, contact shall be made with the County Attorney's Office to facilitate obtaining dental/skeletal X-rays and medical records. Once obtained, these records should be submitted into NCIC-WCJIN through the Communications Center without delay.
 - 7. The following conditions should be considered regarding the nature and level of response to a report of a missing person.
 - a. Age.
 - b. Background on missing person (i.e. check "Alliance").
 - c. Missing person's knowledge of the area.
 - d. Suspicious circumstances.
 - e. Mental or physical condition.
 - f. Medical or physical condition.
 - g. Weather.
 - h. Time of day.
 - i. Resources available to missing person.
 - j. Length of time missing.
 - k. Custody status.
- E. Follow-up Investigation: Based on the circumstances of each report, the member assigned follow-up to the case should consider the following:
 - 1. Re-interviewing the witnesses.
 - 2. Monitoring search efforts.
 - 3. Obtaining copies of all related reports.
 - 4. Identifying resources.
 - 5. Preparing fliers.
 - 6. Utilizing media.
 - 7. Notifying the Federal Bureau of Investigation (FBI).
 - 8. Submitting the dental/skeletal X-rays into WCJIN/NCIC through the Teton County Communications Center when any missing person has not been found within 45 days.
 - 9. Conferring with the Coroner for comparison to unidentified deceased persons, when any missing person has not been found within 45 days.
- F. When a missing person is found, the Department must submit the information to the Communications Center and should inform other agencies as appropriate.
- G. Child Abduction Cases
 - 1. Non-Family Abduction Cases:
 - a. The investigation shall receive priority status
 - b. Follow the steps as outlined above for missing person
 - c. Immediate response:

- (1) Notify the On-duty Supervisor, the Investigative Supervisor, Lieutenant, and the Chief of Police.
 - (2) Preserve the crime scene
 - (3) Initiate an area search.
 - (a) Call out appropriate department personnel
 - (b) Request additional officers from surrounding agencies
 - (c) Send out a NIXLE alert requesting assistance from the public
 - (d) Utilize available town staff (i.e. Fire Department, and Public Works)
 - (e) Utilize police department volunteers (i.e. Citizen's Mounted Patrol)
 - (f) Request the services of a state-certified tracking dog
 - (g) A log of all locations searched and persons contacted shall be maintained
 - d. With approval of the Lieutenant or the Chief of Police, contact the Division of Criminal Investigation (DCI) for initiation of the LOCATOR system. This may be used to provide and disseminate an electronic poster to the news media, law enforcement, the National Center for Missing and Exploited Children (NCMEC), and other entities via fax and email. The system is available twenty-four (24) hours a day.
 - e. With approval of the Lieutenant or the Chief of Police, contact DCI requesting that an Amber Alert be initiated.
 - (1) If all criteria have been met, DCI will issue a statewide Amber Alert via the Emergency Alert System (EAS).
 - (2) Once the Amber Alert has been issued, radio and television stations are asked to broadcast the pertinent facts for the next several hours and the Wyoming Department of Transportation (WYDOT) will provide the information to state troopers, rest stops, ports of entry, maintenance and other state personnel; and the information will be available on the state's electronic interstate/highway sign system.
 - (3) Issuance of an Amber Alert does not preclude use of the LOCATOR system.
 - (4) Criteria for an Amber Alert include:
 - (a) Law enforcement confirms a child has been abducted. (Child is defined any person less than 18 years of age.)
 - (b) Law enforcement believes there is a serious threat of injury or death to the child.
 - (c) There must be enough descriptive information about the child, abductor, and suspect vehicle to believe an immediate broadcast would help.
 - f. Notify the FBI.
2. The Initial Investigation
 - a. The Investigative Supervisor shall respond and assume tactical command.
 - b. Initiate a two-track investigation.
 - (1) The first track should focus on the immediate family and include polygraph or similar examinations. If a polygraph is not available

- within the department, outside assistance should be sought. Obviously, this track must be handled with tact and empathy.
 - (2) The second track should focus on all other possible suspects and leads.
 - (3) The two tracks should run concurrently until family members are eliminated as suspects or suspicious persons.
 - (4) Once the family is absolved, a member should be assigned as liaison to the family. A psychologist and/or chaplain may be assigned, if appropriate.
 - c. Assign a member to the victim's residence with the ability to record and trap and trace all incoming calls. Utilize a cellular telephone for agency use.
 - d. Compile a list of known sex offenders in the region.
 - e. Develop a profile of the possible abductor (FBI).
 - f. Consider use of polygraph for other key individuals.
 - g. In cases of infant abduction, investigate claims of home or surprise births made in the area.
 - h. Fully complete and submit an NCIC Missing Person File (involuntary category) with complete descriptive, medical, and dental information.
 - i. Distribute a Missing Flyer via LOCATER system and send out updated NIXLE alerts to request assistance from the public.
 - j. The establishment of a reward should be considered.
3. The Prolonged Investigation
- a. Review all existing evidence and leads, including;
 - (1) Revisit the crime scene.
 - (2) Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
 - (3) Review Department of Family Services (DFS) records for reports of child abuse.
 - (4) Develop timeline and other visual exhibits.
 - (5) Re-interview key individuals.
 - b. Interview delivery personnel, employees of gas, water, electric, and cable companies, taxi drivers, post office personnel, garbage handlers, etc.
 - c. Consider a media release asking the public to come forward with information
4. Recovery and Case Closure
- a. Arrange for a comprehensive physical examination of the victim.
 - b. Conduct a careful interview of the child, document the results of the interview, and notify all appropriate agencies of the child's recovery.
5. Family Abduction Cases
- a. Follow steps as outlined in the missing persons section of this policy.
 - b. The Initial Investigation
 - (1) Conduct background investigation on both parents
 - (2) Interview family and friends of suspect-parent
 - (3) Enter information about the child (Involuntary Category) and suspect-parent (Wanted Person File) into NCIC Missing Person File.

- (4) Obtain and evaluate all information that may indicate location of suspect-parent.
 - (5) Coordinate the issuance of an arrest warrant against suspect-parent with prosecutor.
 - (6) Assure and confirm entry of warrant information into NCIC Missing Person File (Child) and Wanted Person File (suspect-parent).
 - (7) Contact the FBI for immediate assistance.
- c. The Prolonged Investigation
 - (1) Secure Federal Unlawful Flight to Avoid Prosecution (UFAP) warrant, if facts support issuance.
 - (2) Identify and flag all pertinent sources of information about both the child (school, medical, birth, etc.) and the suspect-parent (employment, education, professional, etc.).
 - (3) Utilize information sources such as credit bureaus, database systems, motor vehicle bureaus, and the Federal Parent Locator Service (FPLS) to search for the suspect-parent through identifiers such as Social Security number, name date of birth, credit card, etc.
 - (4) Request U.S. Postal Service authorities to provide a mail cover on selected family members or friends of the suspect-parent.
 - (5) Identify and evaluate other information about the suspect-parent that may provide whereabouts information such as employment records, occupational licenses, organization memberships, social interests, hobbies, and other lifestyle indicators.
 - (6) Assist left-behind parent in the preparation and distribution of missing child posters.
- d. Recovery and Case Closure
 - (1) Arrest suspect-parent away from child, if possible.
 - (2) Notify the Department of Family Services (DFS) about possible need for temporary shelter care until left-behind parent or investigator arrives.
 - (3) Conduct interview of the child and abductor and involve all appropriate agencies.
 - (4) Notify all appropriate agencies of the child's recovery.

9.17 WINTER MAINTENANCE (SNOW TOW ORDINANCE)

- A. The snow tow ordinance is in effect from November 1 - April 15th. During this period any vehicle parked on the public right-of-way from 3 a.m. to 7 a.m. is in violation of the ordinance and is subject to citing and/or towing. This includes streets, alleys and public parking lots.
- B. To be enforceable, the area must be clearly posted and should be verified by the officer performing the enforcement.
- C. The police department will place public advisory notices on all windshields of vehicles parked on the public streets and public parking lots beginning October 15th of each year. Advisory notices will continue to be placed on all vehicles parked on the streets and public parking lots until the first significant snow event occurs. A significant snow event shall be

defined as - *any snowfall that accumulates on the ground covering the majority of the ground surface*. Defining a significant snow event is not an exact science and should be applied in the spirit of its intent, knowing that it may be interpreted differently by each individual assessing it.

- D. The police department will not issue citations or tow vehicles until the first significant snow event occurs regardless of date. Once a significant snow event occurs, then vehicles parked on the streets or in public parking lots may be cited until advised by command staff to discontinue doing so.
- E. The Public Works Department will always prioritize the area within two (2) blocks of the Town Square for street maintenance each evening. Vehicles parked in this area should be prioritized by the police department for enforcement.
- F. Vehicles within two (2) blocks of the Town Square should be towed if the Public Works Department intends to plow the streets or do removal of snow that has accumulated on the area immediately adjacent to the streets, otherwise the vehicles should only be cited if no maintenance is to occur that evening. Any vehicle towed should also be cited.
- G. Vehicles in all other areas of town outside of two (2) blocks from the Town Square will only be cited, not towed. However, if the Public Works Department indicates to the officer that special maintenance operations will occur that evening in a specified area, vehicles impeding that operation should be towed and cited as necessary.
- H. The contracted towing company should take the vehicle to their tow yard. The member requesting the tow should provide the tow company with a list of vehicles to be towed that includes description, license plate, color, and specific location. It is the member's discretion as to whether or not to accompany the tow company to each location.
- I. The member requesting the tows should also request a single event number be pulled by Dispatch. In the event notes, a description and license plate number of all vehicles towed should be logged.
- J. The member requesting the tows should deliver a parking citation and receipt of service to the tow company for each vehicle towed.
- K. The following streets do not come under the snow tow ordinance, and as such, vehicles **should not** be towed from them under any circumstance: MacLeod Drive, Henley Drive, Nelson Drive Loop Road (Forest Service Housing area), Tribal Trails (it is a county road), Cedar Lane, Daisy Bush Subdivision, Shelby Lane, Wildflower Court, and Dandelion Court.
- L. Any questions that arise about which streets the Town maintains should be directed to the Public Works Department.
- M. Releasing vehicles towed under the Snow Tow Ordinance:
 - 1. Vehicle owners will be directed to the tow company to recover their vehicles per the tow company's procedures and must pay the tow bill prior to release.
 - 2. Prior to releasing the vehicle, the tow company will deliver to the vehicle owner their copy of the parking citation and the tow company will fill out the receipt of service form indicating the vehicle owner was given the citation. The tow company will not accept bond for the citation.
 - 3. The vehicle owner should follow the directions of the back of the citation for resolving the parking citation.

9.18 SURREPTITIOUS AUDIO AND VIDEO RECORDING OF EMPLOYEES

- A. No member of the Department, or their designee, shall surreptitiously audio or video record any other member without first notifying the member that the conversation is being

recorded and making a copy of any recording made immediately available to the Chief of Police if requested.

- B. The only exception to this policy would be if a member is suspected of being involved in criminal activity and the surreptitious recording is pursuant to the criminal investigation.

9.19 CELL PHONES

- A. Each required member (as determined by the Chief of Police), shall receive a department issued cell phone.
- B. Each member shall carry their Department issued cell phone with them during their regular work hours and during off-duty hours, except when on pre-arranged PTO. This allows for contact during emergencies or for call out purposes. Off-duty carry does not qualify the member for additional compensation per FSLA rules and regulations.
- C. Each member receiving a Department issued cell phone shall immediately obtain the free NIXLE mass notification service provided by Teton County Emergency Management and receive those NIXLE messages (both voice and text) on their cellular phone for use during large scale incidents or natural disasters.
- D. Each member may use their Department issued cell phone for both personal and business related activities. The member should understand that the Department has a vested interest in the phone service and shall make the phone available for inspection when requested by a supervisor for work related matters. Personal business during on-duty time should be kept to a minimum and not interfere with work related activities or performance.
- E. Due to the fact that cellular phones used by members for both personal and business related purposes could have data from their phones obtained through a subpoena or warrant if requested, it is imperative that members NOT use their cell phone to communicate any information to or from their cellular phone relating to the arrest of any individual. Only police radio or MDC communications should be used under these circumstances. This includes all communications with dispatch or fellow officers.
- F. Cellular phones shall be used in a hands-free mode while operating any motor vehicle owned by the Town of Jackson or the Department, except during emergencies that may necessitate the need to use other means and methods of operation.

9.20 GROUND TRANSPORTATION

The Department has general oversight and enforcement responsibilities regarding Ground Transportation (GT) vehicles that operate in the Town of Jackson and limited enforcement requirements at the Jackson Hole Airport. The purpose of the Ground Transportation regulations is to enhance safety for the public who utilize Ground Transportation services and to ensure that the fees charged are equally applied.

- A. The Department is responsible for conducting general background investigations on applicants for GT business licenses, operator permits and to inspect GT vehicles for compliance with basic safety standards. It is also the responsibility of the Department to do random inspections of GT operators and vehicles to ensure continued compliance with GT ordinance requirements and regulations.
- B. The Department will strive to process all applications within ten (10) business days from the date of application, not including weekends and holidays. It is imperative that the Department be efficient in the processing of applications to support the local economy and to provide a positive customer service experience for GT business owners and operators who rely heavily upon adequate staffing levels to be viable in the GT industry.

- C. The background process shall be the responsibility of the Investigative Division of the Department. All general backgrounds completed on business owners and operators making application shall be kept confidential and only released to those parties who have a legitimate purpose in knowing the details of the background, such as the Town Council, the Town Manager, and the Chief of Police, or their designee.
- D. Each general background completed shall be done in a standardized method and no elements of the background standards shall be omitted or skipped.
 - 1. The background investigator shall prepare a memo on letterhead stating the outcome of the investigation as to whether the applicant meets the requirements set forth in the GT ordinances, and make a recommendation to the Chief of Police, or their designee, as to whether the investigator believes the applicant is eligible to have a permit issued.
 - 2. Any recommendation for denial shall be supported with documentation as to why the applicant should be denied a permit, as well as a denial letter to the applicant requiring the signature of the Chief of Police.
- E. It shall be the responsibility of the Chief of Police to make the ultimate decision regarding the issuance of a permit or denial of a permit to any person based upon the findings of the background.
- F. If the Chief of Police approves the permit, the application shall be signed by the Chief, or their designee, and returned to the Information Coordinator for final processing as expeditiously as possible. If the Chief denies the permit, he shall cause to be sent a denial letter to the applicant stating the reason for the denial and fully explain to the applicant the process for appealing to the Town Council his decision.
- G. The Department shall maintain electronic lists of those individual approved to operate a GT vehicle, GT vehicles approved for operation, and of all operator permits that are denied, revoked, or suspended.
- H. Department members, as directed by the Chief of Police, or their designee, shall cause to occur random roadside inspections of GT vehicles and drivers as deemed necessary and at intervals deemed necessary, to help ensure adherence to all GT ordinances.
- I. Inspections may occur at the Jackson Hole Airport property or within the Town limits. It is encouraged that members inspect vehicles and drivers who do not have a customer within the GT vehicle so as to not delay the customer from arriving at their destination in an expeditious manner.
- J. Each GT vehicle and driver undergoing inspection for compliance with GT ordinances shall have a GT inspection form filled out by the inspecting member and filed with the Information Coordinator to remain on file for consideration when permits are renewed.
- K. Members are encouraged to issue citations for safety and equipment violations relating to GT vehicles and for non-compliance with operator permit requirements. It is the goal of the Department to maintain a safe and secure environment for all users of GT services and strict adherence to the GT requirements by operators help to achieve that goal.
- L. When GT operators are issued citations or arrested, the Chief of Police should be notified of the violation via memorandum.

9.21 ROBBERY ALARM RESPONSE

- A. Robbery alarms require a unique response to ensure the safety of Department members and the public. All alarms of this nature should be treated as valid until on scene members have proven otherwise, regardless of additional information received by dispatch after the call has been aired.

- B. No matter what the alarm is titled by the alarm company, "Panic," "Hold Up," "Distress," members should always assume that the alarm is a robbery alarm and respond accordingly.
- C. When dispatch airs an alarm at a location such as a bank, the responding members should, upon arrival at the location, state their position in reference to the building. Upon the arrival of the first member, "10-33" traffic should be initiated on the primary channel.
- D. Once the primary officer feels that a sufficient perimeter has been established, the primary officer should request for dispatch to attempt to contact the occupants of the building and have a responsible person step outside to meet with a member. The dispatcher should get the employees description, and relay this information to the primary officer.
- E. Once the primary officer is satisfied that the alarm is false, and no further investigation is needed, the "10-33 traffic" should be lifted and the call completed.

9.22 BURGLARY ALARM RESPONSE

- A. All burglar alarms require a timely response. If additional information is gleaned by dispatch that would suggest the alarm was accidentally triggered or is false, the member should take that information into consideration when deciding what type of response if any is warranted.
- B. In instances where the alarm appears to be false, members should make a reasonable effort to contact a responsible party. If a responsible party is responding to the scene, members should remain on scene when reasonable until the responsible person arrives and it is confirmed the alarm is false.
- C. If no responsible party can be reached, members may clear the scene once they confirm it is secured, however, if the alarm is valid no location should be left unsecured until reasonable measures have been taken to re-secure the facility.
- D. Members are encouraged to leave a business card at the premises notifying the property owner that they responded to an alarm in instances where no responsible party responded.
- E. Members should determine the most likely contributing cause of the alarm and advise dispatch of the likely cause upon clearing the location.
- F. In instances in which frequent false alarms are received from a location, the Operations Lieutenant should be advised via memo so that follow-up can be done with the property owners to resolve the matter of the false alarms.
- G. Members are expected to respond to all alarms unless they are otherwise directed by a supervisor to not respond.
- H. Locations experiencing frequent false alarms may be placed on a temporary hold in which members would not be dispatched to the alarm until it can be repaired. If a member encounters a location that should be considered to be placed on a hold status, they should notify their immediate supervisor via memo, who in turn shall notify the Operations Lieutenant. No hold shall be placed on an alarm unless reasonable steps have been taken to notify the property owner or responsible party.

9.23 DUI OR IMPAIRED DRIVING

The Department recognizes the inherent risk to the public caused by impaired drivers. Therefore, the Department will proactively enforce DWUI (Driving While Under the Influence) laws.

- A. Detection
 - 1. Members will adhere to the most recent National Highway Traffic Safety Administration (NHTSA) standards to detect possible impairment and to establish probable cause when making a DWUI arrest.

2. The Department will respond and attempt to locate REDDI (Report Every Drunk Driver Immediately) reports within the Town of Jackson. REDDI reports alone, do not serve as reasonable suspicion to initiate a traffic stop.
 3. REDDI reports in which a caller wishes to sign a complaint for a traffic violation that occurred within the Town of Jackson can serve as reasonable suspicion to make a traffic stop for a violation that occurred outside the member's presence.
- B. Post Arrest Procedures
1. Once a driver is placed under arrest for DWUI, members shall read them the Wyoming Implied Consent Advisement as required by law. Members should consider the totality of the circumstances when determining the most appropriate type of chemical test to request.
 2. If the DWUI incident involves serious bodily injury or death, a forced blood draw shall occur if the arrestee refuses to submit to chemical testing according to Wyoming state statute.
 3. If a arrestee is dead, unconscious, or otherwise in a condition rendering them incapable of cooperating with the administration of the tests, they are deemed to have given their consent and a blood draw shall occur according to Wyoming state statute.
 4. The use of physical force to remove blood must be authorized by the on-duty Sergeant. If a Sergeant cannot be located, the shift's Corporal may be utilized as the authorizing supervisor.
 5. When in doubt regarding using force to obtain a blood draw, contact the on-call county prosecutor.
 6. If the DWUI incident does not involve serious bodily injury or death and the arrestee refuses to submit to a chemical test, the officer shall advise the arrestee that a search warrant will be sought in order to obtain a blood sample. If the arrestee still refuses to submit to a chemical test, a search warrant shall be sought from the appropriate court.
 7. Once a DWUI search warrant is obtained, the member will present the arrestee with the warrant and demand they comply. If the arrestee complies with the warrant, collect the sample with the assistance of medical personnel at St. John's Medical Center and book the sample as evidence.
 8. If the arrestee refuses to allow the sample to be collected after being served with the warrant and commanded by the member to comply, a member will not forcibly take the sample. Instead, the member will inform the arrestee that they will be charged with additional crimes if they refuse to allow the sample to be collected.
 9. The members should give detailed information in their report regarding the arrestee's actions or statements that prevented the warrant from being served. If the charges are to be in Circuit Court, an additional charge of interference with a peace officer should be added to the arrestee's charges. If the charges are to be in Municipal Court, provide details of the refusal to cooperate in the Probable Cause Affidavit.
 10. When a member obtains a DWUI search warrant, the arresting officer should complete a search warrant return and provide the suspect with a copy of the return and the service copy of the warrant in their property at the jail.
 11. The arresting officer will provide the original affidavit, warrant, and warrant return to the Department records staff along with the other relevant DWUI paperwork so that the documents can be properly processed with the court.

9.24 AIRPORT OPERATIONS

- A. The Department is responsible for basic public safety at the Jackson Hole Airport (JAC) facility via a memorandum of understanding (MOU) established between the Town of Jackson and the Jackson Hole Airport Board.
- B. Federal Law requires that law enforcement officers be present during most operating hours and thus it is imperative that Jackson Police Officers be present at the airport during the hours agreed upon in the most current contract.
- C. Upon arriving at JAC for duty, members are required to clock in to record their presence. In return, members are also required to clock out at the end of their shift.
- D. All members are to be in full uniform while on duty at JAC. In addition, they must have their current SIDA card on their person and in view at all times while on duty at JAC.
- E. Members are expected to be visible and proactive in crime prevention while on duty at JAC.
 - 1. Required duties include alarm response, vehicle and SIDA badge inspections, taxi inspections and taxi operator permit inspections, a physical presence in and around the terminal, sterile area, screening area, and general calls for service.
 - 2. Anytime a citation is issued or an arrest is made on JAC property, the JAC Airport Security Coordinator must be notified.
- F. At times members will be given potentially dangerous contraband that is surrendered to or seized by TSA employees that is not suitable for disposal in a trash receptacle.
 - 1. In this event, members shall create an event and document the fact that the item(s) were collected for destruction. It is imperative that members secure the items collected until they can be brought to the Department for destruction.
 - 2. Members should bring the seized items to the Police Department and surrender them to the bomb team leader who will determine the best way to destroy them. It will be the responsibility of the bomb team leader to properly dispose of or destroy the seized item and once the item is destroyed the bomb team leader shall note such in the original event
 - 3. All other items that are seized as evidence or for safekeeping shall be booked into evidence at the Department.
 - 4. Lost and found items given to members at JAC should be turned over to JAC lost and found for follow-up unless the member determines there is an extenuating circumstance that would necessitate booking it into the Department evidence room for safekeeping until it can be returned.

9.25 PRESCRIPTION DRUG DROP BOX

- A. The Department will have a prescription drug drop box to assist in collecting unwanted or unneeded medications. This box shall be the collection spot for medications surrendered to the Department for destruction from the public.
- B. The surrender of the medications is anonymous and no questions shall be asked of individuals dropping medications into the box.
- C. If members collect medications on the street for surrender (not as evidence), they shall create an event with the weight of the surrendered medications and the fact that they were deposited in the drop box for future destruction.
- D. The drop box shall be securely fastened to a permanent structure so that it cannot be removed. The lock box shall be a securely locked, substantially constructed container with a permanent outer shell and a removable inner liner.

1. The outer container shall include a small opening that allows contents to be added to the inner liner, but does not allow removal of the inner liner's contents.
 2. The outer container shall prominently display a sign indicating that only non-controlled drugs and Schedule II, III, IV, or V controlled substances are acceptable. In addition, the sign shall note that only drugs in pill or tablet form will be accepted; no liquids, creams, pastes, gels, patches, or needles will be accepted.
- E. It shall be the duty of the evidence custodians to monitor the contents of the drop box on a routine basis and to empty it when appropriate. All drugs collected in the drop box shall be turned over to the DEA in conjunction with the National Take Back Initiative that the Department and DEA jointly participate in.
1. Anytime the drop box is emptied an information report will be generated and the weight of the collected drugs will be documented in the report.
 2. The collected drugs will be held in evidence until turned over to the DEA for destruction.
 3. All drugs collected in the drop box are considered abandoned property and thus can be released to DEA for destruction without a court order.

9.26 COURT SECURITY

A. PURPOSE

1. To define the duties and responsibilities of members while providing court security for the Municipal Court of the Town of Jackson.

B. POLICY

1. The Department will assign sworn peace officers to maintain the safety and security of the Municipal Court of the Town of Jackson.

C. PROCEDURES

1. Court Security

- a. Members assigned to provide court security will be responsible for:

- (1) Providing overall security of the court room.
- (2) Carrying out court orders.
- (3) Managing inmates and making in-court arrests.
- (4) Managing juries and trial materials.
- (5) Setting up and inspecting court rooms.

- b. Members assigned to court security will maintain custody of any inmate in his or her charge and any person remanded to the custody of the Teton County Detention Center by the judge. Persons remanded to the Detention Center by the judge will remain in the custody of the court security officer until a detention officer arrives to assume custody.

- c. If a detention officer is not available, the court security officer may transport the inmate to the detention center. If the person remanded cannot be taken to the detention center immediately, they will be placed in the courtroom's holding cell until transport to the detention center can be arranged.

2. Escorting Inmates

- a. When there is more than one inmate being escorted to or from court, there shall be at least two (2) members present during the escort.
- b. Members escorting inmates to or from court will be armed. Armed members will remain at a distance that prevents the possibility of losing their firearm to an inmate.

- c. Inmates transported to court shall be belly chained and chained to each other (Daisy Chain) while being escorted to court. Individual inmates may also need to be leg restrained as necessary. Restraints will not be removed unless the court requests they be removed.
- 3. Holding Cells
 - a. At times it may be necessary to place inmates in holding cells within the courthouse.
 - b. Inmates in holding cells shall be checked on at 15-minute intervals to ensure inmate safety and security is being maintained.
 - c. Only sworn officers shall enter the cell or immediate area. All other civilian access while inmates are present is prohibited.
 - d. Female inmates will be kept separate from male inmates at all times.
 - e. Juveniles will not be escorted with adults at any time and never placed in the same holding cell together with adult inmates.
 - f. When a court security officer takes a person into custody, the person shall be placed in handcuffs and searched outside the courtroom near the holding cell. The court security officer will either place the person in the holding cell or escort them to the detention center for booking. Another officer or detention deputy may conduct the escort if the court security officer cannot escort the inmate due to courtroom responsibilities.
- 4. Courtroom Procedures for Inmates
 - a. Inmates will not wear handcuffs or leg irons while in the presence of a jury unless ordered to do so by the judge (*Knott v. State of Maryland*).
 - b. Inmates are not allowed any contact with anyone other than their attorney or court staff. The judge may order a courtroom visit. The court security officer will observe both parties to ensure there is no touching or exchange of any kind between the two parties.
 - c. No person will be allowed to give money, clothing, or packages of any kind to an inmate while in court.
 - d. It is the responsibility of the court security officer to ensure inmates are delivered to the courtroom prior to the commencement of court proceedings.
- 5. Courtroom Conduct
 - a. Photographing, recording, broadcasting, cell phone use and telephone equipment are not permitted in the courtroom unless authorized by the judge.
 - b. Loud or disruptive behavior, noise, or blocking of passageways of the courthouse or within the courtroom by anyone is prohibited, (Wyo. Stat. Ann. §§ 6-6-302 and 6-6-303).
- 6. Courtroom Security
 - a. During a normal court session, one (1) court security officer shall be present in the courtroom at any time the judge is present. More court security officers may be needed on a case-by-case basis, i.e. high-risk inmate or high-profile inmate.
 - b. The court security officer shall maintain order and decorum in the courtroom, carry out directives and orders of the court, and make in court arrests when so ordered by the court.

- c. Court security officers will assist members of the public and other court participants as necessary.
- d. Court security officers will patrol the interior areas of the courthouse and the outside perimeter for potential threats to the overall security of the courthouse.

9.27 FORCED ENTRY

A. PURPOSE

- 1. At times it is necessary for members to legally force entry into a building. Typically, this is the result of a violent crime in progress, welfare check, someone in need of immediate medical assistance, or in cases in which evidence is being destroyed.

B. POLICY

- 1. Members are authorized to force entry into a structure or vehicle to save human life, when in fresh pursuit of a fleeing suspect, or to preserve a crime scene that would otherwise be destroyed.

C. PROCEDURES

- 1. If a member of the Department forces entry into a structure or vehicle, the following procedures shall be followed:
 - a. Notify a supervisor as soon as practical. If a supervisor is not on-duty, make the notification by telephone.
 - b. Photographing the scene is imperative. Photos should be taken of the building starting from the front and working in, showing street numbers or some other identifying information. Take a sufficient number of photo's to accurately show any damage, or the fact there was little or no damage. These photos shall be attached to the report for documentation purposes. Upon approval, the supervisor shall forward a copy of the report to the Operations Lieutenant for review.
 - c. In the event there is no crime report (i.e., forced entry was made to allow EMS access on a medical incident) the member forcing entry will complete an "information-only" report in the RMS system to document the incident. The narrative in the report should contain the names of any Fire/EMS/Sheriff or other personnel present and describe the damage or lack of damage. Photos will be taken and attached to the evidence section of the report with estimates of the extent of the damage based upon the member's best judgement. The member shall also be required to send a memo to their sergeant advising, that forced entry occurred with reference to the case number for the incident. After sergeant review of the case occurs, this memorandum will be forwarded to the Operations Lieutenant for final policy review and follow-up on replacement costs for damaged property, as applicable.
 - d. Members should make every attempt to notify a responsible party to respond and secure the location if the damage causes the location to be unsecured. If no responsible party can be reached, the member will make every effort to secure the location. In the event the location cannot be secured and there is a compelling need to secure the building, Public Works personnel shall be asked to respond to secure the building. An officer or CSO will stand by at the location until Public Works personnel arrives and secures the building.

- e. In all cases where forced entry was made, the member will leave a business card with his/her name and the event number written on the card. The card will be left in an obvious location inside the building or given to the responsible party on scene.
- f. The same protocols will be followed anytime forced entry is made to gain access to a vehicle, regardless of the circumstances.

9.28 NCIC AND RMS REQUIREMENTS

- A. SECURITY TRAINING: The Department shall ensure that all members who have access to the NCIC database receive training within six (6) months of hire, and every two (2) years thereafter.
- B. CLEARANCE: All employees of the Town of Jackson or members of the JPD who have access to NCIC or the RMS system shall undergo a complete and thorough background to include fingerprint clearance before being granted access to either database. No person convicted of a felony may be permitted access to either database without the written consent of the Director of the Wyoming Division of Criminal Investigation.
- C. RESTRICTED USE: Members who have access to the NCIC and RMS database shall only use the information contained therein for official criminal justice purposes.
- D. CONFIDENTIALITY: Members shall maintain strict confidentiality of all information obtained from the NCIC and RMS database, to include the contents of criminal histories. Confidentiality must be maintained while employed and after employment ends.
- E. MEDIA PROTECTION: Members shall closely guard all physical and digital media of CJIS (Criminal Justice Information System) data. Members may summarize criminal histories in a supplemental report within the RMS and destroy the original hard-copy once complete. Members shall document in the report that the original hard copy was destroyed and when. All other physical and digital media shall be destroyed in a manner sufficient to preclude recognition or reconstruction of information.
- F. ACCESS CONTROL: All hardware and software that processes, stores, or transfers CJI (Criminal Justice Information) shall be physically protected through access control measures to include, but not limited to physical barriers, physical locks, electronic locks controlled by badge readers, or direct supervision by Department members. The Department shall maintain a visitor's log of all non-authorized persons who enter the facility with an escort, as required by NCIC rules and regulations.
- G. MOBILE DATA TERMINALS: Members equipped with an MDT in their vehicle shall ensure that their vehicle is locked at all times when the vehicle is not occupied. Members must take basic measures to ensure that their MDT screen is not visible to the public where it is likely that information on the screen could be read by non-authorized personnel.
- H. UNAUTHORIZED RELEASE: Unauthorized release of NCIC or RMS data for non-criminal justice purposes may result in civil and/or criminal penalties. Members may also receive disciplinary action, including but not limited to, termination of employment for the unauthorized release of NCIC or RMS data for non-criminal justice purposes. Additionally, any activities which result in unauthorized modification or destruction of system data, loss of computer system processing capability, or loss by theft of any computer system media including chip ROM memory, optical or magnetic storage medium, hardcopy, printout, etc., may also receive disciplinary action, including but not limited to, termination of employment.

- I. **PASSWORDS:** All employees of the Town of Jackson or members of the Department who have access to NCIC or the RMS system shall follow the secure password attributes, below, to authenticate an individual's unique ID. Passwords shall:
 - 1. Be a minimum length of eight (8) characters on all systems.
 - 2. Not be a dictionary word or proper name.
 - 3. Not be the same as the User-ID.
 - 4. Expire within a maximum of 90 calendar days.
 - 5. Not be identical to the previous ten (10) passwords.
 - 6. Not be transmitted in the clear outside the secure location.
 - 7. Not be displayed when entered.
- J. **DISPOSAL:** All fixed storage media, e.g., hard disks, RAM disks, removable media back-up devices, etc., containing CJIS data shall be disposed of in a method sufficient to preclude recognition or reconstruction of information and a method of verification the procedures were successfully completed. Additionally, IT storage media that will be reused by another entity shall be sanitized. The steps taken to sanitize this media shall be documented via email to the Chief of Police.
- K. **IDENTIFICATION/USER-ID:** Town of Jackson IT personnel shall validate system accounts on a regular basis to insure accuracy and deactivate accounts immediately upon employee separation from employment.
- L. **ADVANCED AUTHENTICATION:** Town of Jackson IT personnel shall use advanced authentication procedures when providing remote maintenance for the direct access information system from non-secure locations.
- M. **AUDIT LOGS:** Town of Jackson IT personnel shall review system audit logs, at a minimum of once a week, for inappropriate, unusual, or suspicious activity.
- N. **INCIDENT RESPONSE:** Any security incidents that may arise shall be reported immediately to a supervisor. The supervisor will immediately report the security incident to the TCSO Dispatch Terminal Agency Coordinator. A memo will be completed and submitted to the TCSO Dispatch Terminal Agency Coordinator and copied to the Operation's Lieutenant.
- O. **NCIC EXIT BRIEFING:** Purpose. All Members must understand that the confidentiality of NCIC derived information must be maintained, even after a separation in employment. The Department must take all reasonable precautions to ensure the integrity of the NCIC system. This procedure will outline exit briefing procedures to accomplish these tasks. Procedure. Prior to a member's final day of employment, that member shall read and sign the "JPD NCIC/CJIS EXIT BRIEFING" form. This form must be signed by the members, a representative of the Department (preferably a Supervisor or Lieutenant), and a witness to both signatures. The Department Communications Supervisor or their designee shall ensure that the "REMOVAL OF OPERATOR" section of the "TERMINAL OPERATOR LOGON ACTIVATION/DELETION REQUEST FORM" (available from the Division of Criminal Investigation Control Terminal (DCI)) is completed with the departing member's information and sent to DCI. The person completing this form shall confirm the receipt of the form with DCI, and then complete the bottom section of the "JPD NCIC/CJIS EXIT BREIFING" form.

9.29 LICENSE PLATE READER TECHNOLOGY (LPR)

- I. Policy
 - A. General Policy
 - 1. It is the purpose of this policy to provide Department members with guidelines and principles for the access, use, dissemination, retention, and purging of license plate

recognition (LPR) query results to ensure that the query results are used for legitimate law enforcement purposes only and the privacy, civil rights, and civil liberties of individuals are not violated.

2. This policy assists the Department in:
 - a. Increasing public safety and improving state, local, tribal, territorial, and national security.
 - b. Minimizing the threat and risk of injury to specific individuals.
 - c. Promoting governmental legitimacy and accountability.
 - d. Minimizing the risks to individual privacy, civil rights, civil liberties, and other legally protected interests.
 - e. Protecting the integrity of the criminal investigatory, criminal intelligence, and justice system processes and information.
 - f. Minimizing the threat and risk of damage to real or personal property.
 - g. Increasing trust by maximizing transparency.
 - h. Making the most effective use of public resources allocated to public safety entities.
3. Authorized uses of the LPR System are to:
 - a. Enhance National and Wyoming AMBER/SILVER alerts or other law enforcement alerts and real-time response capability by deploying and networking LPRs across the Town to more rapidly identify and locate vehicles related to potential child-abduction and similar serious crimes.
 - b. Signal law enforcement that a particular license plate on a Hot List is in close proximity to the LPR System.
 - c. Support local, state, federal, and tribal public safety departments in the identification of vehicles associated with/as targets of criminal investigation.

B. Definitions

1. Alert: A positive indication of a potential match between data on the Hot List and a license plate scanned by the LPR System.
2. Flock Database: A software and hardware situational awareness solution for automatic license plates, and video through Flock's technology platform and upon detection, the capturing and preservation of video and images.
3. Hot List: A file that contains the license plate numbers of stolen vehicles; stolen license plates; AMBER, SILVER, or other law enforcement alerts; lists of license plate numbers known to be associated with specific individuals, such as wanted individuals or missing individuals (e.g., wanted for homicide, rape, robbery, child abduction); or terrorist watch lists. The Motor Vehicle Administration also provides suspended or revoked registrations. A hot list is routinely updated but does not rely on real-time communications with state or federal information sources. LPR hot lists are compiled to serve agency-specified needs.
4. LPR Query Result: The results that the Department is given access to through the Flock Database depending on the parameters of the Department-initiated search query or obtained via request to another Flock Customer.
5. License Plate Recognition (LPR) System: Equipment used to capture license plate images and associated data. The equipment may include the following: One or more

LPR cameras, processor for converting the images to text, Optical Character Recognition (OCR) engine optimized for reading license plates, GPS receiver, brackets or mounting hardware, and connect cables.

C. Information Subject to this Policy

1. This policy applies to access, use, dissemination, retention, and purging of LPR query results in the possession of the Department. It is not intended to apply and does not apply to any other types of information accessed, retained, or used by the Department.

D. Persons Subject to This Policy

1. All members of the Department that are sworn peace officers.

E. Investigative Technique

1. All those to whom this Policy applies will comply with applicable laws and policies concerning privacy, civil rights, and civil liberties, including, but not limited to those in the Wyoming State Statutes, the Wyoming Constitution, the United States Code Annotated, and the U.S. Constitution.
2. Neither an Alert nor an LPR Query Result may be the sole basis to take police action; rather, it must be corroborated by further appropriate investigation to determine the validity of the Alert or LPR Query Result before taking any action.
3. The investigative techniques used by the Department to corroborate Alerts and LPR Query Results must be the least intrusive as necessary in the particular circumstances.

F. Governance and Oversight

1. The Department's Police Technology Manager, or, by written designation, the Police Systems Administrator, will serve as the LPR administrator who will be responsible for the following:
 - a. Overseeing and administering the LPR program.
 - b. Acting as the authorizing official for individual access to LPR System.
 - c. Ensuring and documenting that LPR access is granted only to members who have successfully completed a background check and training.
 - d. Conducting audits quarterly to ensure compliance with applicable laws, regulations, standards, and policy.
 - e. Ensuring LPR equipment, software, and components are properly maintained in accordance with the manufacturer's recommendations and/or any published industry standards.
 - f. Ensuring maintenance of an audit trail of accessed, requested, or disseminated LPR queries, which will be kept permanently and which logs will include:
 - a. The name of the member.
 - b. The date and time of query or access.
 - c. The specific information queried or accessed.
 - d. The modification or deletion, if any, of LPR queries.
 - e. The authorized law enforcement justification for query or access, including a relevant case number if available.
2. Department will employ credentialed, role-based access criteria, as appropriate, to control:
 - a. The LPR Query Results to which a particular group or class of users may have access based on the group or class.

- b. The assignment of roles (e.g., administrator, manager, operator, and user).
 - c. The categories of information that a class of users are permitted to use in order to update a Hot List, including information being utilized in specific investigations.
 - d. Any administrative or functional access required to maintain, control, administer, audit, or otherwise manage the information or equipment.
- G. Querying Flock LPR Database
 - 1. The Department may only query the Flock Database for LPR information that satisfies one or more of the following:
 - a. Is based on a possible threat to public safety or the enforcement of the criminal law.
 - b. Is based on or related to an official missing person(s) alert.
 - c. Is based on reasonable suspicion that an identifiable individual or organization has committed a criminal offense or is involved in or planning criminal (including terrorist) conduct or activity that presents a threat to any individual, the community, or the nation and that the information is relevant to the criminal (including terrorist) conduct or activity.
 - d. Is relevant to the investigation and prosecution of suspected criminal (including terrorist) incidents; the resulting justice system response; the enforcement of sanctions, orders, or sentences; or the prevention of crime.
 - e. Is directly related to an active investigation of the Department and the source of the information is reliable and verifiable or limitations on the quality of the information are identified, and the information was lawfully collected (e.g., it does not infringe on the federal or state constitutional rights of any individual, group, or organization).
 - 2. The Department will not query the Flock Database for:
 - a. Information that does not meet at least one basis set forth in G.1.
 - b. Any purpose that violates the Federal or the State Constitution or laws of the United States or the State of Wyoming or Town of Jackson Municipal Code.
 - c. Information about individuals or organizations based solely on their religious, political, or social views or activities; their participation in a particular noncriminal organization or lawful event; or their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identity, sexual orientation, pregnancy status, or other classification protected by law.
 - 3. Information Obtained via a Query.
 - a. LPR cameras may be mobile (mounted on vehicles) or stationary (i.e., mounted to a structure) and LPR Query Results will contain an optical character recognition interpretation of the captured image, a photo of the license plate and a contextual photo of an area surrounding the plate that could range from a few inches to a larger area around the entire vehicle, the geographic coordinates of where

the image was captured, the date and time of the recording, and the specific camera/unit that captured the image.

- b. LPR Query Results will contain images of license plates that are available to public view (e.g., vehicles that are on a public road or street or that are on private property but whose license plates[s] are visible from a public road, street, or place to which members of the public have access, such as the parking lot of a shop or other business establishment) and that identify specific vehicles.

4. Information Not Obtained in a Query.

- a. Information obtained by the Department from queries of the Flock Database does not include specific identification of individuals.
- b. Information obtained by the Department from queries of the Flock Database does not contain audio recordings.

5. The Department will indirectly acquire LPR information from other law enforcement agencies only in accordance with this Policy.

H. Authorized Uses for LPR Query Results.

1. Authorized uses of LPR Query Results are the following:

- a. Access to or disclosure of LPR Query Results will be provided only to individuals within the Department who are authorized to have access and only for legitimate law enforcement purposes as defined herein. This means that dissemination of LPR Query Results are permitted only if:
 - a. There is a legal basis requiring dissemination, or
 - b. There is reasonable suspicion that an individual or enterprise is involved in criminal conduct or activity, and the LPR Query Result is directly relevant to that suspected criminal conduct or activity and the receiver has a legitimate need to know.

2. The Department will prohibit access, use, and dissemination of LPR Query Results for:

- a. Any purpose that violates the Federal and State Constitution or laws of the United States or the State of Wyoming.
- b. Non-law enforcement or personal purposes.
- c. Discriminatory purposes.
- d. The purpose of prohibiting, infringing upon, or deterring activities protected by the First Amendment, such as freely practicing one's religion, freedom of speech and peaceful assembly, freedom of the press, and the right to petition the government for the redress of grievances.
- e. The purpose of prohibiting or deterring lawful individual exercise of other rights, such as freedom of association, implied by and secured by the U.S. Constitution or any other constitutionally protected right or attribute.
- f. Harassing and/or intimidating any individual or group.
- g. Any other access, use, disclosure, or retention that would violate applicable law, regulation, or policy.

3. Sharing and Disseminating LPR Query Results

- a. The Chief of Police must approve the execution of a query and the sharing of any Query Results with an outside law enforcement agency and verify the reason for executing the query and/or sharing

the Query Results is for a legitimate purpose. The Chief of Police has the authority to deny a request to execute a query and/or share LPR Query Results with an outside law enforcement agency even if the request is for a proper purpose. The Chief of Police may, in individual and occasional times of planned absences and mental incompetence due to medical reasons, in writing, designate the Operations Lieutenant to make this determination.

- b. Any other execution of a query and/or share of LPR Query Results with an outside law enforcement agency is strictly prohibited.
- c. Pursuant to Wyo. Stat. Ann. § 16-4-202(d)(iii), the Department does not create records to fulfill public records requests and no query will be performed (and document created) in response to a public record request.
- d. The Department protects all LPR Query Results as personally identifiable information (PII) because LPR information may be combined with other information to specify a unique individual (i.e., the identity of an individual could be directly or indirectly inferred by using information that is linked or linkable to that individual). The Department collects, receives, accesses, uses, disseminates, retains, and purges LPR Query Results because they can be linked to an individual to further an authorized mission.

I. Information Quality Assurance

- 1. Original LPR Query Results will not be altered, changed, or modified in order to protect the integrity of the data. Any changes will be maintained as a separate and additional record, and such record will be identified as having been modified.
- 2. The Department will investigate, in a timely manner, alleged errors and deficiencies of LPR Query Results or, if applicable, will request that the originating agency or Flock investigate the alleged errors and deficiencies.
- 3. The Department will correct, notate, delete, or refrain from using LPR Query Results the Department originated or received and found to be erroneous or deficient.

J. Information Retention and Purging

- 1. All LPR data contained within the Department's files will be stored for a period not to exceed 90 days. After 90 days, the information will be automatically purged (i.e., permanently removed from the system).

K. Training

- 1. Before access to the Department's LPR System and/or Query Results is authorized, the Department will require all authorized Department members to participate in training regarding implementation of and adherence to this LPR policy.

9.29.5 PARKING LICENSE PLATE READER SYSTEM

A. General Policy

1. It is the purpose of this policy to provide Department members with guidelines and principles for the access, use, dissemination, retention, and purging of the parking license plate recognition system (Parking LPR System) to ensure that the information is used for legitimate law enforcement purposes only and the privacy, civil rights, and civil liberties of individuals are not violated.
2. This policy assists the Department in:
 - a. Management Town of Jackson parking resources and facilities.
 - b. Promoting governmental legitimacy and accountability.
 - c. Minimizing the risks to individual privacy, civil rights, civil liberties, and other legally protected interests.
 - d. Increasing trust by maximizing transparency.
 - e. Making the most effective use of public resources allocated to public safety entities.
3. Authorized uses of the LPR system are to:
 - a. Enforce parking laws and regulations; and
 - b. Enforce vehicle laws and regulations.

B. Definitions

1. Alert: A positive indication that a potential license plate is in violation of a parking ordinance or determined to be a match of a vehicle the Municipal Court has ordered to be booted.
2. Parking License Plate Recognition Information: The images and the metadata associated with them collected by the Parking LPR System. Information files typically contain the following information black-and-white license image, contextual color image, electronically readable format of plate, alphanumeric characters of license plate numbers, location and GPS coordinates, time and date of image capture, camera identification.
3. Parking License Plate Recognition System: Equipment used to capture license plate images and associated data. The equipment may include the following: One or more LPR cameras, processor for converting the images to text, Optical Character Recognition (OCR) engine optimized for reading license plates, GPS receiver, brackets or mounting hardware , and connect cables.

C. Information Subject to this Policy

1. This policy applies to access, use, dissemination, retention, and purging of Parking LPR Information in the possession of the Department.

D. Persons Subject to This Policy

1. All members of the Department.

E. Investigative Technique

1. All those to whom this policy applies will comply with applicable laws and policies concerning privacy, civil rights, and civil liberties, including, but not limited to those in the Wyoming State Statutes, the Wyoming Constitution, the United States Code Annotated, and the U.S. Constitution.
2. A Parking LPR System Alert may be the sole basis for issuing a notice of parking violation.

3. A Parking LPR System Alert may not be the sole basis for police action, however; rather, in such instances the alert must be corroborated by further appropriate investigation to determine the validity of the alert before taking any action.
4. The investigative techniques used by the Department to corroborate Parking LPR System Alerts must be the least intrusive as necessary in the particular circumstances.

F. Governance and Oversight

1. The Department's Police Technology Manager, or, by written designation, the Police Systems Administrator, will serve as the Parking LPR System administrator who will be responsible for the following:
 - a. Overseeing and administering the Parking LPR System.
 - b. Acting as the authorizing official for individual access to Parking LPR System.
 - c. Ensuring and documenting that Parking LPR System access is granted only to members who have successfully completed a background check and training.
 - d. Conducting audits quarterly to ensure compliance with applicable laws, regulations, standards, and policy.
 - e. Ensuring Parking LPR System equipment, software, and components are properly maintained in accordance with the manufacturer's recommendations and/or any published industry standards.
 - f. Ensuring maintenance of an audit trail of the Parking LPR System, which will be kept permanently and which logs will include:
 - a. The name of the member.
 - b. The date and time of access.
 - c. The specific information accessed.
 - d. The modification or deletion, if any, of Parking LPR System information.
 - e. The authorized law enforcement justification for access, including a relevant case number if available.
2. Department will employ credentialed, role-based access criteria, as appropriate, to control:
 - a. The Parking LPR System Information to which a particular group or class of users may have access based on the group or class.
 - b. The assignment of roles (e.g., administrator, manager, operator, and user).
 - c. Any administrative or functional access required to maintain, control, administer, audit, or otherwise manage the Parking LPR System information or equipment.

G. Parking LPR System Information

1. Information Obtained by the Parking LPR System.
 - a. Parking LPR System cameras are mobile (mounted on vehicles) and records will contain an optical character recognition interpretation of the captured image, a photo of the license plate and a contextual photo of an area surrounding the plate that could range from a few inches to a larger area around the entire vehicle, the geographic coordinates of where the image was captured, the date and time of the recording, and the specific camera/unit that captured the image.

- b. Parking LPR System information will contain images of license plates that are available to public view (e.g., vehicles that are on a public road or street or that are on private property but whose license plates[s] are visible from a public road, street, or place to which members of the public have access, such as the parking lot of a shop or other business establishment) and that identify specific vehicles.
 - 2. Information Not Obtained in a Query.
 - a. Information obtained by the Department from the Parking LPR System does not include specific identification of individuals.
 - b. Information obtained by the Department from the Parking LPR System does not contain audio recordings.
- H. Authorized Uses for Parking LPR System Information
 - 1. Access to or disclosure of Parking LPR System Information will be provided only to individuals within the Department who are authorized to have access and only for legitimate law enforcement purposes as defined herein.
 - 2. The Department will prohibit access, use, and dissemination of Parking LPR System Information for:
 - a. Any purpose that violates the Federal and State Constitution or laws of the United States or the State of Wyoming.
 - b. Non-law enforcement or personal purposes.
 - c. Discriminatory purposes.
 - d. The purpose of prohibiting, infringing upon, or deterring activities protected by the First Amendment, such as freely practicing one's religion, freedom of speech and peaceful assembly, freedom of the press, and the right to petition the government for the redress of grievances.
 - e. The purpose of prohibiting or deterring lawful individual exercise of other rights, such as freedom of association, implied by and secured by the U.S. Constitution or any other constitutionally protected right or attribute.
 - f. Harassing and/or intimidating any individual or group.
 - g. Any other access, use, disclosure, or retention that would violate applicable law, regulation, or policy.
 - 3. Sharing and Disseminating Parking LPR System Information
 - a. The Chief of Police must approve the execution of a query of and the sharing of any Parking LPR System Information with an outside law enforcement agency and verify the reason for executing the query and/or sharing the Parking LPR System Information is for a legitimate purpose. The Chief of Police has the authority to deny a request to execute a query and/or share Parking LPR System Information with an outside law enforcement agency even if the request is for a proper purpose. The Chief of Police may, in individual and occasional times of planned absences and mental incompetence due to medical reasons, designate the Operations Lieutenant to make this determination.
 - b. Any other execution of a query and/or share of Parking LPR System Information with an outside law enforcement agency is strictly prohibited.

- c. Pursuant to Wyo. Stat. Ann. § 16-4-202(d)(iii), the Department does not create records to fulfill public records requests and no query will be performed (and document created) in response to a public record request.
 - d. The Department protects all Parking LPR System Information as personally identifiable information (PII) because Parking LPR System Information may be combined with other information to specify a unique individual (i.e., the identity of an individual could be directly or indirectly inferred by using information that is linked or linkable to that individual). The Department collects, receives, accesses, uses, disseminates, retains, and purges Parking LPR System information because it can be used to further an authorized mission.
- L. Information Quality Assurance
 - 1. Parking LPR System Information will not be altered, changed, or modified in order to protect the integrity of the information. Any changes will be maintained as a separate and additional record, and such record will be identified as having been modified.
 - 2. The Department will investigate, in a timely manner, alleged errors and deficiencies of Parking LPR System Information.
 - 3. The Department will correct, notate, delete, or refrain from using Parking LPR System information the Department found to be erroneous or deficient.
- M. Information Retention and Purging
 - 1. All Parking LPR System Information contained within the Department's files will be stored for a period not to exceed 90 days. After 90 days, the information will be automatically purged (i.e., permanently removed from the system).
- N. Training
 - 1. Before access to the Parking LPR System Information is authorized, the Department will require all authorized Department members to participate in training regarding implementation of and adherence to this policy.

9.30 SUSPECTED OPIOID DRUG OVERDOSE TREATMENT POLICY

A. PURPOSE

- 1. To establish policy and procedure for the utilization, storage, and reporting the use of Naloxone (or another opioid antagonist) by trained members within the Department. Naloxone is used to reduce injuries and fatalities due to opioid-involved overdoses and/or exposures.

B. POLICY

- 1. It is the policy of the Department to aid any person(s) who may be suffering from an opioid overdose. Members of the Department trained in accordance with this policy should make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent drug overdose.

C. PROCEDURE

1. TRAINING

- a. All Department officers are required to be trained in the proper use and reporting of Naloxone.
- b. The training should include the following:
 - (1) An overview of Wyoming State Statutes §§ 33-24-158 and 35-4-903 through 35-4-906.

- (2) Basic patient assessment, including signs and symptoms of an opiate related overdose.
- (3) Universal precautions.
- (4) Rescue breathing.
- (5) Seeking advanced medical assistance.
- (6) Administration of Naloxone.
- (7) Potential side effects of Naloxone.
- (8) Proper reporting procedures established by the Wyoming Department of Health when utilized.

2. ADMINISTRATION

- a. Officers shall request Emergency Medical Services (JHFEMS) to respond to the scene where any person(s) is believed to be in a potential overdose situation.
- b. Officers should use universal precautions for protection from blood borne pathogens and communicable diseases when administering Naloxone.
- c. Officers should assess the need for treatment with Naloxone by evaluating the person and the circumstances of the incident per training protocols. If the person is unresponsive with decreased or absent respirations officers should administer Naloxone following the established training guidelines.
- d. Officers should remain with the person until EMS personnel arrive on scene when practical to do so. Upon the arrival of EMS, officers shall inform EMS personnel that Naloxone has been administered.

3. MAINTENANCE AND REPLACEMENT

- a. Naloxone kits shall be carried and/or kept in a manner consistent with proper storage guidelines for temperature and sunlight exposure.
- b. A monthly inspection of the Naloxone kit is the responsibility of the officer assigned to monitor the kits.
- c. Used, lost, damaged, or expired Naloxone kits shall be reported to a supervisor who shall determine if a replacement is necessary.
- d. Expired Naloxone kits shall be disposed of properly. The supervisor who determines the Naloxone kit is no longer serviceable, shall turn over the kit to the Evidence Technician, who in turn shall destroy the kit utilizing approved procedures for destruction of drugs collected or seized by the Department.

4. DOCUMENTATION AND REPORTING:

- a. A member shall be designated by the Department to maintain a record for Naloxone distributed by the Department. The records shall note the lot number, expiration date, issued date, date returned/used or destroyed.
- b. Following the administration of Naloxone to any person by a Department member, the member shall notify their supervisor as soon as possible after the incident has stabilized. Documentation shall consist of a report in the RMS system. The report shall include the following information:
- c. The nature of the incident, which shall include a narrative of the facts, date, time, and explanation of why Naloxone was administered. Complete identity of all people involved, to include witnesses, person who received Naloxone and EMS personnel as practical.

- d. The general medical care received prior to, during, and after the administration of naloxone.
- e. The member assigned to monitor and report the administration of Naloxone shall report its use through the web-based reporting system established by the Wyoming Department of Health. This electronic reporting system is available at <https://opirescue.com/report>.

9.31 FOUND PROPERTY

- A. In the instance of found property, if the member assigned to the case can return the property to the owner in a timely manner, the information can be captured in the event notes, including:
 - 1. A list of items returned, along with the manner that the items were returned and to whom they were returned
 - 2. The name of the shipping company and a tracking number, if the items were shipped to the owner.
- B. If a member has made reasonable attempts to return the property but was unable to do so, or the owner cannot be identified, a Case/Crime Report shall be generated and the items will be booked into evidence as either “found” or for “safekeeping” until they can be returned to the owner.
 - 1. A short narrative should explain how the member came into possession of the items and any information on the owner if known.
 - 2. Once the items are booked into an evidence locker they become the responsibility of the evidence technician to store and to return to the owner if possible.
 - 3. Upon returning the items to the owner a release authorization receipt shall be scanned to the report and the release shall be noted on the property page.
 - a. If the items are shipped to the owner, the name of the shipping company and a tracking number shall be entered into the report.

10.0 ARRESTS

10.01 DOCUMENTATION

- A. All arrests are to be documented with an arrest report.

10.02 DECISION TO ARREST

- A. The decision to make an arrest is to be based upon professional judgment and reasonable, articulable probable cause and not on emotion or coercion. Arrests may also be based on a valid arrest warrant. All arrestees are to be treated as humanely as circumstances will allow.
 - 1. Probable cause may be based on any combination of a member's observations, information gathered from a citizen if the citizen is deemed by the member to be credible, information obtained by other law enforcement sources, or information gathered during an investigation.
 - 2. Prior to making an arrest based on an arrest warrant, a member must first verify the warrant is valid, that the issuing jurisdiction will extradite the suspect from this jurisdiction and that reasonable efforts have been made to ensure the person to be arrested is the same as the person the warrant is issued for. The member must take care to follow any restrictions placed on the warrant such as time and place the warrant can be served.

10.03 SECURING ARRESTEES

- A. Generally, all arrestees are to be handcuffed behind their backs and transported in a secure manner to prevent escape, prevent injury to the arrestee or officer, and to prevent the destruction of evidence.
- B. The Department recognizes there may be unique circumstances with some arrestees that require that alternative methods of handcuffing be considered. Sick, injured, previously injured, frail, or disabled arrestees (i.e., those with casts, prosthetic devices, etc.) shall be handcuffed in a manner deemed appropriate by the arresting officer to accommodate the unique circumstance the arrestee may have. In these unique circumstances, additional methods of handcuffing may be considered (i.e., handcuffing in the front; no handcuffing of the very elderly if thoroughly searched and appropriate; use of additional pairs of handcuffs to lengthen restraint distances, second officer observation in cage). The arresting officer is responsible for giving due consideration to the totality of the circumstances when deciding if additional methods of handcuffing are necessary or not in any given case.
- C. Handcuffs shall be double locked and checked for proper tightness (per training standards) at the time they are placed on a subject or as soon thereafter as it can be safely achieved.
- D. The use of belly chains and/or ankle irons is permitted for prolonged transports or for court, medical care, in custody interviews, or other unique circumstances as approved by a supervisor.
- E. Members shall be required to re-evaluate any restraints used for proper fit, as necessary, during prolonged transports or if the arrestee complains of pain from the restraints. Members shall document in their arrest report if restraints are adjusted and the reason for adjusting them. As a standard practice, anytime handcuffs are applied to an arrestee, members shall note in their arrest report that the handcuffs were double locked and checked for proper tightness.

10.04 RESTRAINT DEVICES

- A. Only Department approved restraint devices will be utilized when available.

10.05 SEARCHING ARRESTEE

- A. Reasonable efforts will be made to search arrestees and those taken into protective custody prior to being transported by or under the supervision of Department members. If the transporting officer is different from the arresting officer, the transporting officer shall also conduct a search of the arrestee prior to transport.
- B. All searches will meet best practice standards based upon the member's training and experience. More than one search may be necessary as determined by the situation and the member. Members should video record searches when practical.

10.06 CAVITY SEARCHES

- A. Cavity searches are prohibited unless there is a substantial risk of harm to the member or others. If the member suspects an arrestee has concealed contraband within the arrestee's body and the arrestee refuses to surrender the contraband or it is not feasible to allow the arrestee the freedom to retrieve it, the member shall:
 - 1. Obtain a search warrant, and
 - 2. Utilize appropriate medical personnel to retrieve the suspected contraband.

10.07 TRANSPORTATION OF ARRESTEES

- A. The arrestee should be seat belted while in the patrol vehicle, if their behavior will allow.
- B. An officer may transport more than one arrestee.
- C. The transporting officer(s) shall supervise the arrestee at all times.
- D. For all transports, the officer shall advise communications that he or she is in route and give the destination. Upon arriving at the destination point, the transporting officer shall advise the communications center of his/her arrival.
- E. All officers shall search their assigned unit prior to and immediately after transporting an arrestee.
- F. Officers shall activate the in car video or officer worn video cameras during all transports to record audio/video and to provide an accurate account of the transport.

10.08 EMERGENCY SITUATION WHILE TRANSPORTING ARRESTEES

- A. While transporting an arrestee, the officer shall not respond to calls for service unless the transporting officer witnesses an emergency situation and swift, immediate action is necessary to protect life.
- B. Even in an emergency situation, the transporting officer must ensure that the safety and security of the arrestee being transported is maintained.

10.09 ESCAPE OF ARRESTEE BEING TRANSPORTED

- A. Any time an arrestee escapes from the custody of a Department member, the member shall immediately notify the communications center.
- B. The involved member shall also immediately notify or request communications to immediately notify the shift supervisor of the circumstances surrounding the incident.
- C. The member shall prepare all necessary crime/supplemental reports documenting the incident prior to the end of his/her shift.

10.10 TRANSPORTATION OF DISABLE, SICK OR INJURED ARRESTEES

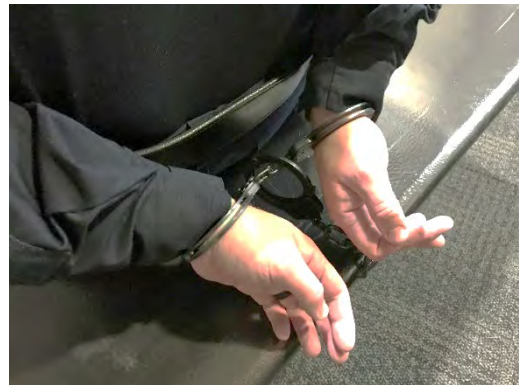
- A. If the arrestee's handicap is such that he can be safely transported in a police vehicle, then the transporting officer can do so. If the handicap is such that special transportation is required, an ambulance shall be utilized.
- B. If an arrestee is sick or injured and requires immediate medical treatment, an ambulance shall be called to the scene. If the arrestee is transported by the ambulance, a member should accompany the arrestee.
- C. If the arrestee requires non-emergency medical treatment, the transporting officer shall take the arrestee to a medical facility. The transporting officer shall maintain custody/control of the arrestee at all times while at a medical facility.
- D. If the arrestee's illness or injury requires hospitalization, the arrestee should be served a citation in lieu of arrest, if appropriate. If the arrest is for an offense for which the arrestee cannot be served a citation, arrangements will be made to provide continued custody at the hospital. Arrangements will be made by way of coordinating with hospital staff and Teton County Detention staff.

10.11 OFF-DUTY ARRESTS

- A. Members have arrest authority, within our area of primary jurisdiction, 24 hours a day, whether they are on or off-duty. It is not recommended a member make an arrest when off-duty. However, a member may encounter criminal activity and they may take enforcement action while off-duty. A member should take all information into account before deciding to make an arrest or to summon on-duty law enforcement when practical.
- B. If an off-duty member observes criminal activity that does not pose an immediate threat to public safety, the member should act as a professional witness and summon on-duty law enforcement.
- C. Members are permitted to carry department approved firearms while off-duty. If a member is carrying a firearm off-duty, they should have a badge and Department credentials in their possession before attempting to affect an arrest. If a member does not have these items, they should not make an off-duty arrest.
- D. If a member takes enforcement actions off-duty, they should display their badge in a conspicuous manner so as to identify themselves to the public and responding officers. Once an arrest is made, the member should summon on-duty law enforcement to assist. (This should be done prior to taking enforcement action if possible.) If an off-duty member is approached by an officer in uniform, the off-duty member is to submit to the commands or direction given by the officer in uniform.
- E. If an off-duty member is in another jurisdiction and observes criminal activity, they should not take enforcement action. However, this does not preclude an off-duty member from choosing independently to take actions that may be permitted by the laws of the state. If the violation does not meet this standard, on-duty law enforcement should be summoned. If the member decides they must act, the member should detain the suspect(s), summon on-duty law enforcement, and relay all pertinent information to them so they can make the final judgment on what enforcement action should be taken.
- F. If off-duty enforcement action is taken in any jurisdiction, the member should notify an on-duty Supervisor as soon as possible.

10.12 USE OF AIRPORT CUSTODY BENCH

- A. The airport custody bench, located in the airport law enforcement officer (LEO) office, is intended to provide an alternative holding position for an arrestee when it is inadvisable to place the arrestee in a patrol vehicle.
- B. It is the decision of the arresting officer when to utilize the airport custody bench. Use of the airport custody bench is optional. Factors to consider when deciding if use of the airport custody bench is necessary include:
 - 1. Amount of resistance and compliance from the arrestee
 - 2. Likelihood of attempted escape
 - 3. Number of officers on scene
 - 4. Time until backup arrives
 - 5. Severity of crime
 - 6. Ability of officer to maintain control
 - 7. Amount of time until it is safe to transport arrestee
 - 8. Likelihood of injury to officer and/or arrestee
 - 9. Probable interference while moving the arrestee through the terminal
 - 10. Extreme weather conditions
 - 11. Whether the arrestee needs medical attention
- C. When the decision is made to use the airport custody bench:
 - 1. Clear the area around the bench of any objects which could become projectiles/weapons
 - 2. Have the arrestee sit in the middle of the bench with their back toward the wall
 - 3. While controlling the arrestee, apply the bench cuff around the middle portion of the handcuffs.



- 4. Ensure the bench cuff is secure and double locked around the middle portion of the handcuffs.
 - 5. Do not leave the arrestee unattended or unsupervised.
- D. When utilizing force, including handcuffing and securing an arrestee, the arresting officer shall apply the objectively reasonable standard and follow current policy and procedure (see sections 10.03 Securing Arrestees and 11.02 Force Response Policy).

11.0 FORCE RESPONSE

11.01 PURPOSE

- A. The purpose of this policy is to provide Department members with guidelines for the use of force.

11.02 POLICY

- A. It is the policy of the Department to value and preserve human life.
- B. It is the policy of the Department for members to use force when necessary to protect life and property, affect arrests, overcome resistance, prevent escapes, and in defense of their person.
- C. Members are not required to retreat but neither are they prohibited from doing so. The decision to retreat or delay an arrest until it is safe or tactically sound to act is a discretionary decision based on an individual member's training, experience, expertise, and assessment of immediately available information and situational conditions. Likewise, members are not required to stand their ground and/or advance. The decision to stand one's ground or advance is also based upon the member's training, experience, expertise, and assessment of the situation given the facts known to the member at the time the incident occurred. Whether a member retreats, stands their ground, or advances, in no situation does the member lose the right to defend themselves, or others, from potential injury or death from all aggressors.
- D. Members shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the member and others.
- E. Members shall use force only when there is a lawful objective and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances. The decision to use force "requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether he is actively resisting arrest or attempting to evade arrest by flight." In addition, "the 'reasonableness' of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight...the question is whether the officers' actions are 'objectively reasonable' in light of the facts and circumstances confronting them," at the moment the force was used.
- F. The evaluation of the force will not be based on any sort of use of force continuum.
- G. This policy is to be reviewed regularly and any questions or concerns should be addressed to the immediate supervisor for clarification.

11.03 DEFINITIONS

- A. **Active Resistance:** The use of non-assaultive physical measures by an unarmed person, including flight, to resist and or prevent an officer from gaining control.
- B. **Choke Hold:** A physical maneuver that restricts an individual's ability to breathe or the circulation of blood to the head for the purposes of incapacitation.
- C. **De-escalation:** Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may

include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.

- D. **Deadly Force:** Any use of force that creates a substantial risk of causing death or serious bodily injury.
- E. **Elevated Risk Population Groups:** Individuals who are potentially at greater risk of injury or death following a use of force, including those who reasonably appear or are known to be elderly, medically infirm, physically disabled, pregnant, users of internal cardiac devices, or who have low body mass, such as small children.
- F. **Exigent Circumstances:** Those circumstances that would cause a reasonable person to believe that action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.
- G. **Excited delirium:** A medical disorder generally characterized by observable behaviors including extreme mental and physiological excitement, intense agitation, hyperthermia (elevated body temperature) often resulting in nudity, hostility, exceptional strength, endurance without apparent fatigue, and unusual calmness after restraint accompanied by a risk of sudden death.
- H. **Less-lethal force:** Any use of force other than that which is considered deadly force that involves physical efforts to control, restrain, or overcome the resistance of another.
- I. **Passive Resistance:** A refusal by an unarmed person not reasonably perceived to be an immediate threat or flight risk to comply with an officer's verbal commands or physical control techniques that does not involve the use of physical force, control, or resistance of any kind.
- J. **Objectively Reasonable:** The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.
- K. **Serious Bodily Injury:** Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.
- L. **Warning Shot:** Discharge of a firearm for compelling compliance from an individual, but not intended to cause physical injury.

11.04 GENERAL PROVISIONS

- A. Use of physical force should be re-evaluated when resistance ceases or when the incident is under control.
- B. Physical force shall not be used against individuals in restraints, except as objectively reasonable, based on the totality of the circumstances, to prevent their escape or prevent imminent bodily injury to the individual, the member, or another person.
- C. Once the scene is safe and as soon as practical, a member shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
 - 1. Members and supervisors should generally avoid transporting the suspect(s) in police vehicles to the hospital unless extenuating circumstances warrant otherwise.

- D. Members shall be aware of the general concerns present in regard to known individuals of an elevated risk population group as defined. Members are not prohibited from using force on such persons but shall weigh the benefit and the enhanced risks involved.
- E. A member, regardless of rank, has a duty to intervene to prevent or stop the use of any force being used by another member that would not be legally permissible to use when it is safe and reasonable to do so.
- F. All uses of force shall be documented and investigated pursuant to this agency's policies.

11.05 DE-ESCALATION

- A. A member should use de-escalation techniques and other alternatives to higher levels of force consistent with his or her training whenever feasible.
- B. Whenever feasible and when such delay will not compromise the safety of the member or another, and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, a member shall allow an individual time and opportunity to submit to verbal commands before force is used.

11.06 USE OF LESS LETHAL FORCE

- A. When de-escalation techniques are not effective or feasible, a member may consider the use of less-lethal force to control a non-compliant or actively resistant individual. A member is authorized to use agency-approved, less-lethal force techniques and issued equipment:
 - 1. To protect the member or others from immediate physical harm,
 - 2. To restrain or subdue an individual who is actively resisting or evading arrest, or
 - 3. To bring an unlawful situation safely and effectively under control.

11.07 USE OF DEADLY FORCE

- A. A member is authorized to use deadly force when it is objectively reasonable under the totality of the circumstances. Use of deadly force is justified when one or both of the following apply:
 - 1. To protect the member or others from what is reasonably believed to be an immediate threat of death or serious bodily injury.
 - 2. To prevent the escape of a fleeing subject when the member has probable cause to believe that the person has committed, or intends to commit a felony involving serious bodily injury or death, and the member reasonably believes that there is an imminent risk of serious bodily injury or death to the member or another if the subject is not immediately apprehended.
- B. Where feasible, the member shall identify themselves as a law enforcement officer and warn of his or her intent to use deadly force.
- C. Deadly Force Restrictions
 - 1. Deadly force should not be used against persons whose actions pose only a threat to themselves or property.

11.08 TRAINING

- A. All members shall receive regular training on this agency's use of force policy and related legal updates.
- B. In addition, training shall be provided on a regular basis and designed to:
 - 1. Provide techniques for the use of and reinforce the importance of de-escalation; simulate actual shooting situations and conditions; and enhance officers'

discretion and judgment in using less lethal and deadly force in accordance with this policy.

2. All use-of-force training shall be documented.
- C. No member shall use any use of force technique or equipment without first receiving the appropriate training.

11.09 DEPARTMENTAL APPROVED FORCE RESPONSES

- A. Handcuffs
- B. Leg restraints
- C. Hobbles
- D. Soft-hand techniques
- E. Hard-hand techniques
- F. Chemical agents
- G. Impact tools
- H. Improvised tools
- I. Less-lethal munitions
- J. Knife
- K. Firearms
- L. Vehicles
- M. Approved vehicular stopping devices, such as Stop Sticks
- N. Conducted Energy Weapon (CEW)
- O. BolaWrap100

11.10 PROCEDURES FOR APPROVED FORCE RESPONSES

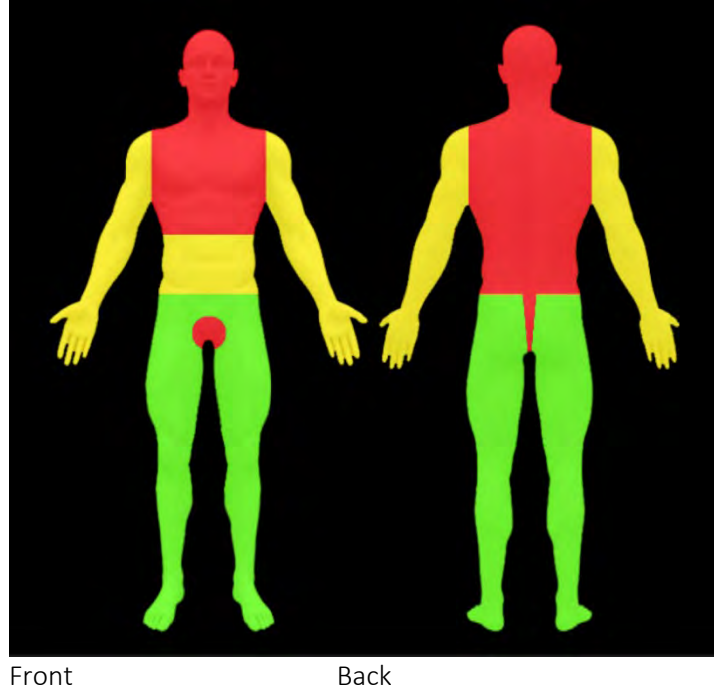
- A. Handcuffs
 1. Only Department approved handcuffs shall be used.
 2. Handcuffs may be chain and/or hinged, stainless or black in color. Department issued flex-cuffs may also be used when handcuffs are not available or practical.
 3. Generally, all persons are to be handcuffed behind their backs and secured to prevent escape, prevent injury to the prisoner, public or officer and to prevent damage to police equipment or the destruction of evidence.
 - a. The Department recognizes there may be unique circumstances requiring that alternative methods of handcuffing be considered. Sick, injured, previously injured, frail, or disabled arrestees (i.e., those with casts, prosthetic devices, etc.) shall be handcuffed in a manner deemed appropriate by the arresting officer to accommodate the unique circumstance the arrestee may have.
 - b. In these unique circumstances, additional methods of handcuffing may be considered (i.e., handcuffing in the front; no handcuffing of the very elderly if thoroughly searched and appropriate; use of additional pairs of handcuffs to lengthen restraint distances on large-framed subjects, second officer observation in cage). Members are responsible for giving due consideration to the totality of the circumstances when deciding if additional methods of handcuffing are necessary or not in any given situation.
 4. Handcuffs shall be double locked and checked for proper tightness as trained at the time they are placed on a subject or as soon thereafter as it can be safely achieved.

5. The use of belly chains and/or ankle irons are permitted for prolonged transports or for court, medical care, in custody interviews, or other unique circumstances as approved by a supervisor.
 6. Members are required to re-evaluate any restraints used for proper fit, as necessary, during prolonged transports or if the arrestee complains of pain from the restraints. Members shall document in their arrest report if restraints are adjusted and the reason for adjusting them. As a standard practice, anytime handcuffs are applied to an arrestee, members shall note in their arrest report that the handcuffs were double locked and checked for proper tightness.
- B. Leg Restraints
1. Only Department approved leg restraints are to be used.
 2. Leg restraints are any strap, rope, chain, leg cuff, or other device designed for and used to secure the legs or ankles of an arrestee as approved by the Department.
 3. Leg restraints may be used at the member's discretion for violent and combative subjects in order to prevent escape, prevent injury to the prisoner or officer and to prevent damage to police equipment.
 4. Leg restraints shall be applied in such a way as they do not deliberately restrict blood flow. Members are required to re-evaluate leg restraints used for proper fit, as necessary, during prolonged transports or if the arrestee complains of pain from the restraints. Members shall document in their arrest report if restraints are adjusted and the reason for adjusting them. As a standard practice, anytime leg restraints are applied to an arrestee, members shall note in their arrest report that leg restraints were used and checked for proper tightness.
- C. Hobbles
1. Only Department approved hobbles are to be used.
 2. Hobbles are defined as any rope, strap, or chain used to bind the legs or a leg restraint to handcuffs attached to a subject's wrists.
 3. Hobbles may be used at the member's discretion for violent and combative subjects in order to prevent escape, prevent injury to the prisoner or officer and to prevent damage to police equipment.
 4. The separation between the wrist and ankle shall be no less than fourteen (14) inches.
 5. At no time should a hobbled subject be left alone.
 6. A hobbled subject should be placed upon his/their side as soon as possible to reduce pressure on the chest. No person shall be intentionally placed on their stomach in a prone position during transport.
 7. Members should use extreme care when applying a hobble and should have EMS respond to the scene if the subject is displaying behavioral cues indicating potential medical problems that could lead to cardiac or respiratory arrest. If any change in medical condition occurs, such as labored breathing or a period of sudden tranquility, the member shall immediately release the hobble and request EMS services without undue delay.
- D. Soft-hand techniques
1. Soft-hand techniques are defined as physical restraint and control holds and include ground and/or fixed surface stabilization. Soft-hand techniques may be used to accomplish a lawful police objective when it is objectively reasonable based on the totality of the circumstances.
 - a. Choke holds are prohibited unless deadly force is legally justified.

2. A member's use of a Department approved physical restraint or control hold to gain compliance or effect an arrest does NOT require a Use of Force report, so long as the suspect does not require medical attention, complains of injury, or the incident is likely to be controversial, (see use of force reporting requirements).
- E. Hard-hand techniques
1. Hard-hand techniques are defined as strikes, kicks, and throws. Hard-hand techniques may be used to accomplish a lawful police objective when it is objectively reasonable based on the totality of the circumstances.
 2. Members shall not intentionally target the throat unless deadly force is legally justified.
 3. Members shall be aware of the general concerns present when using hard-hand techniques on a known member of an elevated risk population group. Members are not prohibited from using hard-hand techniques on such persons when necessary but shall limit use to those exceptional circumstances where the potential benefit reasonably outweighs the enhanced risks involved.
- F. Chemical agents
1. General use
 - a. Only chemical agents issued by the Department will be used.
 - b. Chemical agents shall be used in accordance with current training standards and the directions provided by the manufacturer.
 - c. Chemical agents are irritating to the eyes, nose, and skin. Members using a chemical agent will ensure that persons exposed to such agents receive first aid treatment as soon as practical. When booking subjects exposed to chemical agents, jail personnel will be advised of this fact to prevent contamination of other jail occupants and/or custodial personnel.
 2. Chemical agents shall not be used:
 - a. On individuals who are only passively resisting and/or are not reasonably perceived as an immediate threat or flight risk.
 - b. On individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the member, or another person.
 - c. On a person who is in physical control of any vehicle (to include motorcycles, bicycles, scooters, skateboards, etc.) in motion or about to become in motion except when deadly force would be justified.
 - d. When the member has a reasonable belief that deployment may cause serious injury or death from situational hazards including falling, or because it may be ignited by a close ignition source, except when deadly force would be justified.
- G. Impact tools
1. General use
 - a. Only Department approved impact tools will be used: ASP (Armament Systems and Procedures) baton or straight baton.
 - b. Members shall not intentionally target a suspect's head and neck unless deadly force is authorized.
 2. Impact Weapons shall not be used:
 - a. On individuals who are only passively resist and/or are not reasonably perceived as an immediate threat or flight risk; excepting that it may be used as a leveraging tool or as an instrument for a control hold.

- b. On individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the member, or another person.
 - c. When the member has a reasonable belief that deployment may cause serious injury or death from situational hazards including falling, except when deadly force would be justified.
- H. Improvised tools
 - 1. May be used in sudden defensive encounters and are subject to the same guidelines as other impact tools.
 - a. Citation book
 - b. Flashlight, etc.
- I. Less-lethal munitions
 - 1. Only Department issued, projectile impact munitions shall be used.
 - 2. Because projectile impact weapons have the potential to cause serious injury or death, this type of weapon will only be used in the following circumstances:
 - a. Members shall consider whether the potential benefit of using less lethal munitions reasonably outweighs the risks involved.
 - b. At all times the less-lethal operator should have lethal cover from at least one other officer. Less lethal munitions should be deployed from a position of cover whenever possible.
 - c. Members shall issue verbal and visual warnings consistent with training prior to deploying less lethal munitions, and allow a reasonable amount of time for the subject to comply unless doing so would increase the risk of injury to officers or the subject involved.
 - d. Members shall notify assisting officers that they intend to deploy the less lethal munitions, unless doing so would increase the risk of injury to officers or the subject involved.
 - e. The less lethal operator shall not intentionally target the head, throat, face, arms, spine, or groin area of a suspect unless deadly force would be justified.
 - 3. The preferred target area and distance considerations for Safariland drag stabilized bean bags issued to officers are as follows:
 - a. 0-20feet: Less Lethal Munitions are NOT allowed at this distance unless deadly force would be justified.
 - b. 20 feet or more: Less Lethal Munitions minimum safe distance for use on a subject. ONLY Primary Target Areas, in Green (legs and buttocks), should be intentionally targeted due to the high likelihood of causing serious injury to more sensitive soft tissues due to the close proximity to the subject.
 - c. 50 feet or more: Less Lethal Munitions are optimal at these ranges due to accuracy of targeting zones and effect of energy delivered upon impact. Secondary Target Areas, in Yellow (arms and front lower abdomen) are viable target areas at these ranges, but the greater potential of causing lacerations or penetration of soft tissue should be taken into consideration during targeting.
 - d. 75 feet or more: Less Lethal Munitions maximum effective range. Targeting is more difficult at this range due to the distance and the loss of

energy from the Less Lethal Munitions. All engagements are recommended to be within 75 feet.



4. Targeting areas described in detail (referencing the attached image):
 - a. Green represents the Primary (preferred) targeting areas and are ideal for closer range engagements. This consists of large muscle groups and the least number of vital organs.
 - b. Yellow targeting areas are considered Secondary targets for further distances due to the potential to cause lacerations or fractures. This consists of the waist to just below the ribs, comprised of medium muscle groups (which cover the lower abdominal organs), and the arms. The arms are viable targeting areas but should be carefully considered due to their mobility and the chances of missing desired target, causing unintentional strikes to other areas or misses.
 - c. Red areas are NOT targeting areas due to the high likelihood of causing serious injury. From the front: the head, face, neck, chest, and groin shall NOT be intentionally targeted from the front, unless deadly force would be justified. From the back: the head, spine and kidneys shall not be intentionally targeted unless deadly force would be justified.
 - d. The Department recognizes that under tense, uncertain, and rapidly evolving situations that determining exact distances may be impossible. Therefore, all targeting ranges shall be based on the Officer's best estimates under the specific circumstances at the time of deployment. It is recognized that subjects also may be actively mobile (i.e., pacing, walking, flailing, etc.), and unintentional strikes to other zones may occur as a result of subject movement.
5. When engaging a target, the deploying member should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is the desired

goal and alternative target areas should be considered when rounds are not effective (within the guidelines listed above).

6. All suspects struck with less lethal munitions shall be taken to St. John's Medical Center for evaluation and treatment as soon as practical, prior to being taken to the jail.

J. Knives

1. Members are authorized to carry knives while on-duty for utilitarian purposes. They are not to be used as a force option unless deadly force is authorized.
2. Knives shall meet the following requirements:
 - a. Folding Blades: The cutting edge may be straight and/or serrated with a blade length of not more than 4.5 inches.
 - b. Fixed Blades: The cutting edge may be straight and/or serrated with a blade length of not more than 4.5 inches.
3. Member's knives shall be secured in either a scabbard (for fixed blades) or folded and secured by a fastening device so as to ensure officer safety, knife retention, and concealment. The blade and securing device shall be carried in a concealed manner.

K. Firearms

1. Only Department authorized firearms shall be used. (See JPD Policy 26.0 Firearms for guidelines)
2. A member may use a firearm as a deadly force option when it is objectively reasonable based on the totality of the circumstances in self-defense or in defense of another person's life.
3. Warning shots are allowed, but there is no legal obligation to do so. The member shall not fire a warning shot unless:
 - a. There is a defined target.
 - b. The use of deadly force is justified.
 - c. The warning shot will not pose a substantial risk of injury or death to the member or others.
4. Firearms shall not be discharged at a person in a moving vehicle unless:
 - a. A person in the vehicle is threatening the member or another person with deadly force by means other than the vehicle.
 - b. The vehicle is operated in a manner deliberately intended to strike an officer or another person, and all other reasonable means of defense have been exhausted (or are not present or practical), which includes moving out of the path of the vehicle.
5. Firearms shall not be discharged at a moving vehicle for purposes of stopping the vehicle except where deadly force is authorized.
6. Firearms shall not be discharged from a moving vehicle except in exigent circumstances. In these situations, an officer must have an articulable reason for this use of deadly force.
7. A member's deployment of a firearm, whether pointed at a suspect or not, is NOT considered a Use of Force so long as the firearm is not discharged or used as an impact weapon.

L. Vehicles

1. A police vehicle may be used as a force option when deadly force is authorized and other means have been exhausted or are not practical. In these situations, a member must have an articulable reason for this use of deadly force.

M. Approved vehicular stopping devices

1. See JPD Policy 12.14.P for use guidelines.

N. Conducted Energy Weapon (CEW)

1. Only Department issued CEWs will be used.
2. Weapon Readiness
 - a. The CEW shall be carried in an approved holster.
 - (1) As carried on gun belts: on the side of the body opposite the service handgun for weak hand draw.
 - (2) As carried on vests: on the side of the body opposite the service handgun for cross draw or on the same side of the body as the service handgun for weak-hand draw.
 - b. Modifications or repairs to the device shall be performed only by a trained technician and consistent with the manufacturer's guidelines and directions.
3. General considerations for use
 - a. The CEW is authorized to be used
 - (1) To protect the member or others from reasonably perceived immediate threat of physical harm,
 - (2) To restrain or subdue an individual who is actively resisting or evading arrest by flight,
 - b. The CEW shall not be used
 - (1) On individuals who are only passively resisting and/or are not reasonably perceived as an immediate threat or flight risk;
 - (2) When the member has a reasonable belief that deployment may cause serious injury or death from situational hazards including falling, drowning, or igniting a potentially explosive or flammable material or substance, except when deadly force would be justified; or
 - (3) On a person who is in physical control of any vehicle (to include motorcycles, bicycles, scooters, skateboards, etc.) in motion or about to become in motion except when deadly force would be justified.
 - c. Members shall not intentionally activate more than one CEW against a subject at one time.
 - d. Members shall energize a subject no longer than objectively reasonable to overcome resistance and bring the subject under control and shall not be permitted to have more than three (3) successive discharges before considering alternative control techniques. Each justification for a discharge shall stand alone and require the member to have a new justification for the need for an additional discharge.
 - e. Members shall issue verbal and visual warnings consistent with training prior to deploying the CEW, when feasible, and allow a reasonable amount of time for the subject to comply unless doing so would increase the risk of injury to officers or others.
 - f. When practical, members should also notify assisting officers that they intend to deploy the CEW.
4. Primary Deployment

- a. The CEW is most effective at overcoming resistance and gaining subject control when used in the probe mode. Accordingly, this is the preferred method of deployment.
 - b. The CEW shall be aimed at a preferred probe target location, consistent with training and manufacturers' recommendations.
 - c. The CEW shall not be intentionally aimed at a sensitive area, which includes the subject's face, eyes, head, throat, chest area, female breasts, groin, genitals, or known pre-existing injury areas, unless deadly force is authorized.
 - d. Members should consider the totality of circumstances, including suspect movement, limited sighting capability, and their ability to accurately deploy the device, to reduce the risk of accidental probe contact to an unintended body part.
 - e. Due to the potential for independent drive-stuns (drive-stuns not used in conjunction with probe deployment) to cause permanent scarring, members shall consider whether the potential benefit of using a drive stun reasonably outweighs the risks involved and minimize their use.
 - f. The CEW shall be discharged for an initial five-second cycle.
 - g. During and immediately after this cycle, the member should verbally give resistance control instructions to the subject when practical to do so.
 - h. The member should be aware that an energized subject might not be able to respond to commands during or immediately following exposure.
 - i. The member should allow a reasonable amount of time to assess the effectiveness of the cycle, and to give the subject the opportunity to comply with the instructions given.
 - j. The member should evaluate, under the totality of circumstances presented, whether additional cycles are reasonably necessary and whether additional cycles appear reasonably likely to be effective in accomplishing the officer's lawful objectives. The evaluation shall include consideration of the enhanced risks to subjects exposed to multiple and/or prolonged CEW cycles.
 - k. The member should consider deploying a second cartridge if using a two-cartridge CEW, or deliver a follow-up drive-stun, or transitioning to alternative force options if the officer reasonably perceives that the subject has not responded to the CEW in the anticipated manner based on training and experience.
 - l. To reduce the number of cycles and duration of exposure, the subject should be secured as soon as practical while exposed to the CEW cycle or immediately thereafter.
5. Secondary Deployment
- a. All secondary deployment techniques are subject to the same guidelines and restrictions as initial deployments.
 - b. The CEW may also be used in close-range and self-defense in the drive-stun mode with the cartridge removed, or expended cartridge in place. When the device is used in the drive-stun mode it is primarily a coercive control tool, and less effective than when probes are deployed with adequate probe spread.

- c. A preferred method of close-range secondary deployment with a single-shot CEW involves firing the probes at close range with the cartridge on, then applying the device in drive-stun mode consistent with training to an area of the body away from the probe location. When using a multi-shot device, the second set of probes can be deployed as a follow-up in a manner that is consistent with training to create an effective “probe spread.”
- 6. Post-Deployment
 - a. If the probes penetrate the flesh, photographs of the contact area shall be taken before and after they are removed when practical.
 - b. The member shall remove the probes from the subject as soon as practical after deployment and control, unless a probe has contacted a sensitive area, such as the eyes, face, neck, genitals, or breasts of a female. Members will not remove probes that have contacted a sensitive area.
 - c. The probes shall be treated as a biohazard risk.
 - d. Members shall request emergency medical response for all deployments.
 - e. Subjects will be transported to St. John’s for advanced medical treatment as soon as possible prior to being taken to jail if any of the following occurs:
 - (1) A probe has contacted a sensitive area, such as the eyes, face, neck, genitals, or breasts of a female.
 - (2) There is difficulty removing the probes.
 - (3) The subject does not appear to be recovering in a manner consistent with training and experience.
 - (4) The subject is part of an elevated risk population group.
 - (5) The subject has been exposed to more than three CEW cycles or 15 seconds of discharge.
 - (6) The subject has been simultaneously exposed to the effects of more than one CEW device.
 - (7) The subject has exhibited signs of excited delirium as described in training, prior to or during CEW exposure.
 - (8) The subject reasonably appears to be affected by mental illness or is in medical distress.
- 7. Auditing
 - a. CEWs will be subjected to periodic and random data downloading. Regular downloading that is consistent with the manufacturer’s recommendations will ensure that weapons have up-to-date firmware and a synced time clock. The data obtained will be reconciled with existing use-of-force reports for accountability.
- O. Restraint Device (BolaWrap 100)
 - 1. This policy provides guidelines for the issuance and use of the BolaWrap 100 devices in order to minimize the risk of injury to suspects, subjects, and officers.
 - 2. The Department authorizes the use of the BolaWrap 100 device in accordance with this policy and department training. The BolaWrap 100 device is a handheld device intended to immobilize and control resistive/non-compliant persons and persons with known or suspected mental health issues that may affect the person's ability to understand and follow instructions.
 - 3. Issuance and carrying BolaWrap 100 devices

- a. Only a Department approved BolaWrap 100 device that has been issued by the Department shall be utilized by personnel.
 - b. Only members who have successfully completed Department-approved training may be issued and can carry the BolaWrap 100 device.
 - c. All BolaWrap 100 devices shall be clearly distinctly marked to differentiate them from the duty firearm.
 - d. Members who have been issued the BolaWrap 100 device shall ensure the device is securely attached on their person or safely secured in their patrol vehicle.
 - e. Members shall be responsible for ensuring that their issued BolaWrap 100 device is properly maintained and in good working order.
 - f. Members should not hold both a firearm and the BolaWrap 100 device at the same time.
 - g. Members shall ensure that the BolaWrap 100 devices are secured in a manner that will keep the device inaccessible to others.
4. Verbal and visual warnings
- A verbal warning of the intended use of the BolaWrap 100 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:
- a. Provide the individual with a reasonable opportunity to voluntarily comply.
 - b. Provide other officers and individuals with a warning that the BolaWrap 100 device may be deployed.
 - c. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.
 - d. The fact that a verbal warning or other warning was given or the reasons it was not given shall be documented by the officer deploying the BolaWrap 100 device in his or her report.
5. Use of the BolaWrap 100 device
- The BolaWrap 100 has limitations and restrictions requiring consideration before its use. The device should only be used when its operator can safely approach the subject within the operational range of the device. Although the BolaWrap 100 device is generally effective in controlling most individuals, members should be aware that the device may not achieve the intended results and should be prepared to employ other options.
6. Application of the BolaWrap 100 Device
- The BolaWrap 100 device may be used in any of the following circumstances, the circumstances perceived by the member 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 actions, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.
 - c. The subject has demonstrated physical non-compliance with a lawful investigative detention and/or probable cause arrest.

When deciding whether to use the BolaWrap 100 device, members should carefully balance officer safety concerns with factors that include, but are not limited to:

- a. The circumstances of the crime leading to the arrest or detention.
- b. The demeanor and behavior of the arrested or detained person.
- c. The age and health of the person.
- d. Whether the person is known to be pregnant.
- e. Whether the person has any other apparent physical disability.

The BolaWrap 100 device shall not be used to psychologically torment, elicit statements or to punish any individual.

2. Special Deployment Considerations

The use of the BolaWrap 100 device on certain individuals should be avoided unless the totality of the circumstances indicates that other available options would likely be ineffective or would present greater danger to the member, the subject to others, and the member reasonably believes that the need to control the individual outweighs the risk of using the device. These individuals include:

- a. Individuals who are known to be pregnant.
- b. Elderly individuals.
- c. Obvious juveniles.
- d. Individuals detained in a police vehicle.
- e. Individuals in danger of falling or becoming entangled in machinery or heavy equipment, which could result in death or serious bodily injury.
- f. Individuals near any body of water that may present a drowning risk.
- g. Individuals whose position or activity may result in collateral injury (e.g., running, possible fall from high location, operating a motor vehicles or heavy machinery)

3. Target Considerations

Reasonable efforts should be made to target the lower legs (from the ankles to the upper thighs) and area of the mid torso (from the elbows to the wrist), and to avoid the head, neck, and eyes. If the dynamics of a situation or officer safety factors do not permit the member to limit the application of the BolaWrap 100 device to a precise target area, members should monitor the condition of the subject if it strikes the head, neck, and/or eyes until the subject is examined by paramedics or other medical personnel.

4. Multiple Applications to BolaWrap 100 Device should be recommended to increase the Bola Wrap's remote restraint efficacy with the goal of deployment, the neutralization of a suspect's ability to flee or cause further harm or injury to others.

5. Actions Following Deployment

Following the use of the BolaWrap 100 device:

- a. Members should quickly secure the suspect and shall use a more secure and permanent restraint device, such as handcuffs to a suspect who has been wrapped.
- b. Members shall request a supervisor to the scene.
- c. The supervisor or deploying member should determine whether transporting the person to a medical facility is necessary to remove the hooks from the wrapped suspect.

d. If the hooks become too entangled in the suspect's clothing, the Kevlar line should only be cut with medical sheers or a seat belt cutter. Members shall never use a pocketknife to cut the Kevlar cords off of a suspect.

d. Once removed the barbs and cord shall be photographed and the photos placed into evidence.

6. Reporting The Use of the BolaWrap 100

a. Any deployment of the BolaWrap 100 device by a member of this Department shall be considered a force response like a ground stabilization and shall be documented in accordance with this policy.

7. BolaWrap 100 report writing.

Items that shall be included in the member's report after deployment of the BolaWrap 100.

- a. The BolaWrap 100 device and cartridge serial numbers.
- b. Date, time, and location of the incident.
- c. Whether any display or laser deterred a subject and gained compliance.
- d. The number of BolaWrap 100 device activations and the duration between activations.
- e. The approximate range at which the BolaWrap was used.
- f. The location of the BolaWrap restrained.
- g. Whether medical care was provided to the subject.
- h. Whether the subject sustained any injuries.
- i. Whether any officers sustained any injuries.

8. Medical Treatment

Any individual who falls under any of the following categories should be examined by paramedics or other qualified medical personnel as soon as is practicable:

- a. The person may be pregnant.
- b. The person reasonably appears to need medical attention, or requests medical treatment.
- c. The BolaWrap 100 device pellets/barbs are lodged in a sensitive area (e.g., groin, female breast, eyes, head, face, neck).
- d. The BolaWrap 100 pellets/barbs have penetrated the skin and caused bleeding.

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 a recording is made of the contact or an interview with the individual, any refusal should be included in the recording if possible.

9. Supervisor Responsibilities

A supervisor should respond to all incidents where the BolaWrap 100 device was activated. A supervisor should review each incident where a person has been exposed to an activation of the BolaWrap 100. Photographs should be taken, including if the skin is penetrated, and witnesses interviewed.

10. Off Duty Considerations

Members are not authorized to carry Department BolaWrap 100 devices while off-duty.

11. Training

Members who are authorized to carry the BolaWrap 100 device shall be permitted to do so only after successfully completing the initial Department approved training. Proficiency training for members who have been issued a BolaWrap 100

device should occur every year. A reassessment of a member's knowledge and/or practical skill may be required at any time if deemed appropriate by the Operations Lieutenant.

All training and proficiency for BolaWrap 100 devices will be documented in the member's training file.

Command staff, supervisors, and investigators should receive BolaWrap 100 device training as appropriate for the investigations they conduct and review. All training and proficiency for BolaWrap 100 devices will be documented in the member's training file.

Members who do not carry a BolaWrap 100 device shall receive training that is sufficient to familiarize them with the device and with working with members who use the device.

The Support Sergeant is responsible for ensuring that all members who carry a BolaWrap 100 device have received initial and proficiency training. Periodic audits shall be used for verification.

Application of BolaWrap 100 devices during training could result in injury to members and should not be mandatory for certification.

The Support Sergeant should ensure that all training includes:

- a. A review of this policy.
- b. A review of the Force Response Policy.
- c. Target area considerations, to include techniques or options to reduce the unintentional application of pellet/barbs near the head, neck, eyes, chest, and groin.
- d. Handcuffing a subject during the application of the BolaWrap 100 device and transitioning to other force options.
- e. De-escalation techniques.
- f. Restraint techniques do not impair respiration following the application of the BolaWrap 100 device.

11.11 SUPERVISOR NOTIFICATION REQUIRED

- A. Members shall notify a supervisor as soon as practical anytime force is applied under the following circumstances:
 1. Anytime any person is injured or killed during an incident (officer or others).
 2. Anytime force is used.
 3. Anytime an arrestee makes a claim of injury.
 4. For any incident which is likely to be viewed as controversial.
- B. Supervisor notification shall be made while still at the scene, assuming it is safe to do so.
- C. Members shall also notify a supervisor under the following circumstances:
 1. A subject is ground stabilized.
 2. A subject claims a handcuffing injury.
 3. There is a non-UOF injury while in contact with the member.
 4. A subject claims injury by members for an injury that was pre-existing.

11.12 OFFICER RESPONSIBILITY, SUPERVISOR RESPONSE, AND DOCUMENTATION REQUIREMENTS

- A. Member Responsibilities
 1. Members shall make every attempt to secure the scene, protect any evidence, and request all witnesses to remain until a supervisor responds to the scene. In

situations where this is not practical, members shall request the full names, dates of birth, and contact information of any witness for later follow-up.

2. Members shall complete a police report documenting the use of force prior to the end of their shift unless otherwise directed by their supervisor.

B. Member Reporting

1. All reports documenting a use of force shall be comprehensive and provide the degree of specificity necessary to fully document and evaluate the member's force response.
2. Members should ensure that their police report accurately relates what the member knew, observed, or believed at the time of the incident.
3. At a minimum, reports shall include the following information.
 - a. Location, date, and time.
 - b. Information on the subject, including age, sex, race, and ethnicity.
 - c. Reason for initial contact between the subject and member, including any suspected unlawful or criminal activity.
 - d. Whether the member was:
 - (1) Readily identifiable as law enforcement, including whether they were in uniform or plainclothes.
 - (2) Operating a marked or unmarked law enforcement vehicle or on foot patrol.
 - (3) On or off duty.
 - (4) Accompanied by other officers.
 - e. Whether a supervisor or a senior member acting in a supervisory capacity was present or consulted at any point during the incident.
 - f. Whether backup was requested and if so, when it arrived.
 - g. Whether witnesses were present at the time.
 - h. Whether there was any cause to believe the subject was armed or hostile.
 - i. The subject's general demeanor, including any known or apparent impairments.
 - j. Any verbal exchange that transpired.
 - k. The full circumstances that supported a detention or arrest decision, where applicable, to include the severity of the crime or evidence discovered prior to the detention or arrest attempt by officer(s).
 - l. Any threat to the member or another person.
 - m. Type, intensity, and duration of resistance to arrest by the subject to include any threat to others.
 - n. Any de-escalation attempts made.
 - o. Any force options available to the member and the reason for the level of force response employed.
 - p. Specific justification is required for UOF on an elevated risk population group.
 - q. Any subject and officer injury or complaint of injury, medical treatment request/received, or refusal of medical treatment.
 - r. Photographs of subject and officer injuries.
 - s. Video and audio recordings made of the incident, including those made by body-worn cameras.
 - t. If a CEW was deployed, specific justification shall be provided when the device has been used in any of the following manners:

- (1) It was used in drive-stun mode.
- (2) The subject was exposed to CEW discharge more than three (3) cycles or longer than 15 seconds.
- (3) The subject was exposed to more than one simultaneous CEW exposure.
- (4) It was used on an individual in an elevated risk population group.
- u. If a CEW was deployed, the member shall collect the cartridge, wire leads, darts, and some of the anti-felon identification markers (AFIDs), and secure them as evidence,
- v. If a CEW was deployed, the member will make a request to the Department CEW instructor to have the CEW data downloaded and included with the report,
- w. If less-lethal munition was deployed, the member shall collect the less lethal munition projectile(s) and spent shell(s) and secure them as evidence in compliance with the agency's policy. Prior to packaging the member shall determine if the projectile has bio-hazardous material on it and package it accordingly.
- x. If less-lethal munition was deployed, specific justification shall be provided for its use in any of the following manners:
 - (1) The head, throat, face, arms, spine, or groin area of the suspect were intentionally targeted,
 - (2) The less lethal projectile was used on an individual in an elevated risk population group,

C. Supervisor Responsibilities

- 1. Upon receiving notification of a use of force, a supervisor shall respond as soon as is practical and do the following:
 - a. Verify the scene is secure.
 - b. Ensure that medical assistance for officer(s), suspect(s) and/or other persons has been summoned.
 - c. Contact the involved members and ascertain what occurred,
 - d. Notify the Operations Lieutenant or Chief of Police.
- 2. A supervisor shall ensure all involved members complete a detailed police report per this policy and that the following items are completed:
 - a. The member's and subject's statements of actions are taken, and injuries sustained, and medical treatment needed or requested is obtained and documented.
 - b. Witnesses are identified and interviewed, as appropriate.
 - c. The scene of the incident is documented, as appropriate.
 - d. Health care providers are interviewed concerning the injuries sustained and that those injuries are consistent with the reported uses of force.
- 3. A supervisor will ensure the members' police reports are to be completed by the end of shift except under the following circumstances:
 - a. Deadly force encounters.
 - b. Injury to member that prevents them from completing the report,
 - c. Approval of Operations Lieutenant.
- 4. A supervisor should avoid investigating a use of force if they are directly involved in the application of force used unless their role was minor.

D. Supervisor Reporting

1. The assigned supervisor shall complete a use of force report prior to the end of their shift unless otherwise directed by the Operations Lieutenant.
2. Supervisors shall fully investigate the following to document the incident, ensure compliance with policy and identify training needs. The information will be reported to the Operations Lieutenant in memo form with any recommendations, (any video/photos shall be included):
 - a. A subject is ground stabilized,
 - (1) If a supervisor's investigation reveals a person was injured as the result of ground stabilization, a full use of force investigation shall be conducted,
3. A subject claims a handcuffing injury:
 - a. The supervisor investigation shall ensure adherence to the guidelines in JPD policy 10.3.
 - b. If a supervisor's investigation reveals a person was injured as the result of handcuffs applied in a manner outside of Department policy, a full UOF investigation shall be conducted when:
 - (1) There is a non-use of force injury while in contact with the member, and/or
 - (2) A subject claims injury by members for an injury that was pre-existing.

11.13 POST DEADLY FORCE RESPONSE

- A. Members shall do the following:
 1. Administer appropriate first aid as soon as it is objectively reasonable to do so.
 2. Remove the individual or officer to the hospital if any possibility of life exists.
 3. Notify immediate supervisor, Chief of Police, and Operations Lieutenant.
- B. Supervisors shall do the following:
 1. The Chief of Police and/or the Operations Lieutenant will make a request for the Division of Criminal Investigation (DCI) to investigate.
 2. The Chief of Police and/or the Operations Lieutenant will designate a supervisor to conduct a Use of Force Investigation which will be completed separately from the DCI investigation.
 3. Supervisors are encouraged to use the Patrol Supervisor's Checklist for Officer Involved Shootings to document the initial response.
 4. A supervisor will ensure the scene(s) are secure. The supervisor at the scene, or in cases where there is no supervisor on duty, the senior member at the scene, is immediately responsible for crime scene protection. Every effort should be made to preserve the scene(s) in its original condition. All items of evidence, weapons, patrol vehicles, etc., should be left in place. Crime scene protection shall be maintained until the DCI team can respond.
- C. Involved members shall be separated and removed from the scene as soon as it is practical to do so. Involved members should be assigned a peer support member with orders not to talk to anyone about the incident, except with counsel and to answer questions involving immediate public safety concerns. Involved members will be given a minimum of two (2) sleep cycles before being required to give a statement unless they choose to do so sooner. They shall be given an opportunity to review video of the event prior to giving a statement.
- D. Where possible, the member will maintain possession of their firearm until the arrival of the DCI team. The peer support member shall ensure the involved member maintains their

weapon in its condition, making no changes to the weapon, except to insure it's safely secured until relinquished to the appropriate investigator. The peer support member will arrange to provide the involved member a replacement weapon. The supervisor assigned to the member shall note this exchange in their report.

- E. All members at the scene shall proceed at the direction of the DCI team in charge of the criminal investigation.

11.14 USE OF FORCE REVIEWS

- A. All member police reports and supervisor use of force reports will be forwarded to the Operations Lieutenant for review. The Operation's Lieutenant will review the incident to determine if it met legal standards and policy/procedure, and to identify potential training issues. Where further documentation or investigation is warranted, he/they shall assign the appropriate members.
- B. The Operations Lieutenant shall forward all member police reports and supervisor use of force reports to the Chief of Police with their recommendations. The Chief of Police may except or reject those recommendations in whole or in part, with amendments at their discretion. The matter shall be considered closed upon completion of those recommendations.
- C. Any training issues that are noted shall be addressed with the member and documented in an SSR.

12.0 OPERATION OF VEHICLES

12.01 COMPLIANCE OF LAWS

- A. Members are expected to comply with all state statutes and Town ordinances when operating Department vehicles.

12.02 SAFETY BELT USE

- A. Safety belt use is mandatory for all persons riding in a Department vehicle, except prisoners who cannot be safely restrained due to their violent behavior or when circumstances require a member to transport more persons than available safety belts will allow, such as the need to transport several family members at one time when additional units are not available.

12.03 OPERATION OF EXTRANEIOUS EQUIPMENT WHILE DRIVING

- A. Members are to use due regard when operating other equipment, such as cell phones, radars, radios, and mobile data terminals while a vehicle is in motion, taking into account the member's limitations and traffic conditions.

12.04 VEHICLE IDLING

- A. Members should avoid unnecessary idling of vehicles.

12.05 RESPOND TO CALLS FOR SERVICE

- A. Members are expected to respond to calls for service and emergency situations in a safe and reasonable manner.

12.06 CHOOSING LEVEL OF RESPONSE

- A. Upon receiving a request for service, individual members have the responsibility of choosing an appropriate level of response.
- B. Field supervisors are charged with monitoring levels of response and may change that level based upon their discretion.

12.07 LEVEL OF RESPONSE OPTIONS

- A. Level of response options shall be dictated by the nature of the call, seriousness of the offense, danger to the public, and totality of the circumstances. The level of response options is the following:
 - 1. Code One: Driving within the speed limit with no emergency equipment activated or disregard for traffic devices.
 - 2. Code Two: Driving with only emergency lights activated at or above the speed limit with due regard for public safety. Members are not authorized to disregard traffic control devices while driving code two.
 - 3. Code Three: Driving with emergency lights and audible signals activated. Members are authorized to disregard traffic control devices and exceed posted speed limits with due regard to public safety. Code three response is authorized only when the member believes there is an imminent threat to human life or serious bodily injury.
 - 4. Tactical responses and approaches: When the totality of the circumstances dictate that a member should not use emergency equipment due to a unique emergent situation that exists that would compromise the apprehension of a suspect who

poses an imminent threat to the public, or may endanger the responding officers. Tactical responses require a supervisor approval if possible.

5. Rear amber lights may be utilized in any capacity that increases the safety of the public or the member.

12.08 EMERGENCY LIGHTS AND SIRENS

- A. During an emergency response, members will use overhead emergency lights and sound the siren when reasonably necessary to warn pedestrians and other drivers of their approach.
- B. Members proceeding through a controlled intersection against the traffic control device will slow to a safe speed or stop, if necessary, to determine if opposing traffic will yield to the emergency vehicle.

12.09 ADJUST RESPONSE PER CHANGING NATURE OF CALL

- A. Members should bear in mind that these situations are fluid and what may have begun as a non-emergency may escalate into an emergency and vice versa, where a call begins as an emergency and changes to a non-emergency response. Consequently, members are expected to adjust their response based upon the changing nature of a call.

12.10 OFFICER RESPONSIBILITY WHILE DRIVING IN RESPONSE TO AN EMERGENCY

- A. Under specified conditions, Wyo. Stat. Ann. § 31-5-106 exempts an drivers of an authorized emergency vehicle from obeying certain motor vehicle laws when responding to an emergency call, when in pursuit of an actual or suspected violator of the law, or when responding to but not returning from a fire alarm. Members must still drive with due regard for the safety of all persons under these circumstances. Neither state statute nor this policy relieves members from this duty, nor shall it protect the member from the consequences of their reckless disregard for the safety of others.

12.11 PERSONALLY ASSIGNED VEHICLE (PAV) GUIDELINES

- A. Personally assigned vehicles are designated to members of this Department in order to enhance public safety through increased visibility of police vehicles in the community, permit rapid response of off-duty members to designated emergencies, and enhance the ability of officer subject to frequent callback to do so more effectively.
- B. In the event the Department has the resources to provide members with a Personally Assigned Vehicle (PAV) the following guidelines shall be followed for their use.
 1. *Personally Assigned police Vehicle (PAV)*: A marked or unmarked police vehicle for use by one member that, when not in use, is parked at the assigned member's primary place of residence.
 2. When the Department does not have sufficient PAVs to issue to individual members, it may be necessary to issue a PAV to more than one (1) member and require members to share that vehicle until additional vehicle(s) can be acquired.
 3. Effective April 15, 2017, all sworn members are eligible to take their PAV to and from their residence within a restricted zone- as defined by the Chief of Police.
 - a. Members having a residence outside of Teton County, Wyoming shall park their vehicles at their primary place of residence only, or at a fellow member's residence in the area (if approved by the Operations Lieutenant). No other locations are authorized for storage.
 - b. Members living south of the Town of Thayne, Wyoming shall not be permitted to drive their vehicle home unless approved by the Chief of Police.

- c. Members living north of the Town of Teton, Idaho shall not be permitted to drive their vehicle home unless approved by the Chief of Police.
 - d. Members living south of the Town of Daniel, Wyoming shall not be permitted to drive their vehicle home unless approved by the Chief of Police.
 - e. Members, sworn or non-sworn, living in Teton County, Wyoming are not restricted geographically where they can take their car home.
- 4. All safety and use provisions applicable to the use of marked fleet vehicles are applicable to the operation of PAVs unless otherwise stated in this policy.
- 5. Only the assigned member, or under reasonable circumstances, another Department member, or Town Employee, may operate a PAV.
- 6. Whenever operating a PAV, members shall carry their badge and identification card, an authorized sidearm, and handcuffs, and either wear or have ready access to soft body armor and marked attire that will allow them to be identified and function as a police officer.
- 7. Off-duty members operating PAVs shall routinely monitor assigned police radio channels. Members must notify communications whenever responding to a call for service while off-duty.
- 8. Vehicles may be used for off-duty travel (non-commuter travel) in the Teton County jurisdiction only. However, members are encouraged to use common sense and only use the vehicle for reasonable activities when doing so, such as traveling to the gym to work out. Operation of a Department vehicle outside the Teton County jurisdiction shall be for commuting to and from work related activities only. No personal or off-duty use of the vehicle is authorized outside of the Teton County jurisdiction for any purpose unrelated to their commuter route to Teton County, Wyoming.
- 9. Except for commuting to and from work from out of Teton County, long-distance travel using PAVs is prohibited unless connected with official Departmental business, such as training or prisoner transportation, and authorized in advance by a supervisor.
- 10. Officers using a PAV to commute from outside the Teton County, Wyoming jurisdiction are permitted to allow other Town of Jackson and Teton County, Wyoming employees to ride with them when pre-approved by the Operations Lieutenant.
- 11. Though discouraged from doing so on a regular basis, members from time to time may use PAVs for off-duty transportation of civilians, to include but not necessarily limited to, family members or motorists in need of assistance out of Teton County that members may happen upon while on their commuter route, and members shall ensure that civilians abide by the following rules:
 - a. Passengers shall be appropriately attired when being transported in a PAV.
 - b. Passengers shall use seat belts or other legal restraints.
 - c. Passengers shall comply with appropriate Departmental regulations while in the vehicle, including appropriate behavior and conduct for children and the nonintervention of adults in instances involving official police business.
 - d. Passengers shall abide by instructions on actions that must be taken in the case of emergency response. If an off-duty member must respond to a call for service, for instance, then civilians being transported in the vehicle shall first be dropped off at a safe location.

12. While off-duty, in civilian attire, members operating PAVs should not take traffic enforcement action unless the violation is hazardous.
 - a. Pending arrival of other jurisdictionally appropriate marked units, members should stop and lend assistance at accident scenes where personal injury is apparent or reasonably likely. In other motor vehicle collisions, members may engage in traffic control management at an accident scene. Members commuting from out of Teton County in a PAV should offer assistance to disabled motorists as practicable upon their commuter route.
 - b. Members should request an on-duty officer in the appropriate jurisdiction to handle vehicular violations by providing information on the nature and location of the offense, direction of travel, the vehicle description, and the offender description if the offense is egregious enough to justify notification of the proper agency, but common sense should rule.
13. While off-duty in civilian attire, members operating PAVs shall render assistance when observing or summoned to a violent or other incident that reasonable represents a threat of serious bodily harm or death.
14. Unless authorized, members shall not leave unsecured firearms or ammunition in PAVs when they are off-duty and the vehicle is not in use.
15. No alterations, unauthorized equipment, or accessories shall be installed on PAVs without prior approval, to include but not limited to decals, stickers, or political advertising and like items.
16. Members assigned a PAV retain no expectation of privacy in those vehicles. The Department retains the right to enter and inspect PAVs at any time without prior notice, with or without cause.
17. PAVs shall be kept clean at all times and shall be made available for scheduled maintenance and inspections.
18. All members using a PAV to commute to and from work shall have their in-dash video camera power turned on for the duration of the trip (when so equipped).
19. All off-duty PAV use shall comply with applicable traffic laws. Members are expected to act as a role model for other motorists to follow.
20. In accordance with Departmental procedures, disciplinary action may be taken for violations of these guidelines for use of PAVs. The Chief of Police at their discretion, may revoke the privilege and use of an assigned PAV of any member who violates any of these policies.
21. Members using a PAV to commute outside of Teton County shall be required to reimburse the TOJ for all fuel utilized from the Teton County line to their driveway, and back. Members will complete a "*vehicle utilization form*" monthly to report their number of round trips to the finance department. Members will then have the determined reimbursement deducted from their second paycheck each month.

12.12 UNMARKED POLICE VEHICLES TRAFFIC STOPS

- A. Non-uniformed members operating unmarked police vehicles with concealed emergency lights and siren should not normally make vehicle stops for traffic violations (*See Wyo. Stat. Ann. § 31-5-928 (e)*). In situations where failure to act would create unreasonable risks of injury, death, or significant property damage, such members may use emergency lights and siren to make a traffic stop.
- B. Non-uniformed members assigned to the Investigations Division may utilize lights and sirens to make traffic stops where subjects who have outstanding warrants may be apprehended,

or for which the detectives have probable cause to believe subject has committed a crime other than a traffic offense.

12.13 IN-CAR VIDEO CAMERAS

- A. All marked patrol vehicles shall have an installed and operable in-car video system with no less than one camera facing the front of the vehicle.
- B. Video cameras shall be equipped with wireless microphones capable of recording conversation outside of the police vehicle for the purposes of evidence collection and liability mitigation.
- C. Members shall use due diligence to utilize the camera system and wear the wireless microphone at all times when conducting routine patrols and vehicle stop operations.
- D. In the event any part of the in-car camera system fails to function properly, the member responsible for that unit must immediately notify his supervisor as well as the supervisor responsible for the police fleet.
- E. Members using a PAV to commute to and from work shall have their in-dash video camera power turned on, but not in record mode, for the duration of the trip (when so equipped).

12.14 PURSUITS

- A. Vehicular pursuits of suspected or known violators expose innocent citizens, law enforcement officers, and fleeing violators to the potential danger of serious injury or death. Consequently, members must exercise a high degree of professionalism, common sense, and sound judgment before deciding to pursue suspected or know violators. A member's conduct during the course of a pursuit must be objectively reasonable.
- B. In recognizing the potential danger to public safety created by vehicular pursuits, no member or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit.
- C. Definitions:
 - 1. **Boxing in:** A technique designed to stop a moving vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
 - 2. **Caravanning:** The presence of law enforcement vehicles other than the primary and secondary units, actively involved in the pursuit on the same roadway.
 - 3. **Due Regard:** Taking into consideration existing circumstances to determine the reasonableness of one's actions as they relate to the totality of the circumstances.
 - 4. **Paralleling:** Participating in a pursuit by proceeding in the same general direction as the fleeing vehicle and maintaining approximately the same speed while traveling on an alternate roadway that is adjacent to the pursuit route.
 - 5. **Pursuit:** The actions of a law enforcement officer to apprehend an offender operating a motor vehicle who is attempting to avoid arrest as demonstrated by speeding and/or evasive driving.
 - 6. **Ramming:** The contact between a law enforcement vehicle and the pursued vehicle with the intent to disable the pursued vehicle.
 - 7. **Channeling:** A technique where objects or vehicles are positioned in a manner intended to direct or redirect the path of a fleeing vehicle, but does not include utilization of a roadblock.
 - 8. **Temporary Roadblock:** Establishing an impediment to traffic as a means of stopping a fleeing vehicle by using actual physical obstructions or stationary barricades. (Refer to Wyo. Stat. Ann. §§ 7-17-101 - 103 for statutory requirements.)

- D. A member may initiate a pursuit when the member has reason to believe a crime has been committed and when the suspect of that crime is in a vehicle that is failing to stop for the member's emergency lights and sirens.
- E. When in a pursuit, members shall activate emergency lights and sirens.
- F. The following factors, individually and collectively, shall be considered when deciding whether to initiate pursuit:
 - 1. Seriousness of the offense and its relationship to community safety.
 - 2. Apparent nature of the fleeing suspect and whether they represent a serious threat to public safety.
 - 3. Whether the identity of the suspect is known such that they can be apprehended at a later time under safer conditions.
 - 4. Safety of the public in the area of the pursuit, including the terrain, the amount of vehicular and pedestrian traffic in the area, and the speed of the pursuit relative to public safety.
 - 5. Weather, traffic, and road conditions that substantially increase the danger of pursuit beyond the worth of apprehending the suspect.
 - 6. The training, capabilities, and condition of the member.
 - 7. Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
 - 8. The presence of others in the member's vehicle (such as citizen ride-along, prisoners, etc.)
 - 9. The availability of other resources.
 - 10. Other persons in or on the pursued vehicle.
 - 11. The age of suspect and/or occupants (if known).
- G. Nothing in this policy is designed to prevent a member from continuing to follow a vehicle that is merely failing to yield.
- H. Pursuit units shall be limited to two (2) law enforcement vehicles: the primary pursuit unit and the secondary pursuit unit. The only exception will be if a supervisor authorizes the use of additional units.
 - 1. Only fully marked patrol vehicles will participate in a pursuit, except in extraordinary circumstances.
 - 2. The primary pursuit unit will be responsible for conducting the pursuit. The primary unit will:
 - a. Advise dispatch that a pursuit is in progress and its location, direction of travel, speed, the specific reason for the pursuit including known laws violated, vehicle description including license plate number if known, and the number and description of occupants in the fleeing vehicle, and provide updated information as the pursuit progresses.
 - b. Insure where applicable, that a supervisor is notified.
 - c. Terminate or turn over the primary unit responsibility to another unit when the member is not able to remain close enough to the violator's vehicle to prevent losing contact.
 - 3. The secondary pursuit unit will:
 - a. Notify dispatch of their involvement in the pursuit as a secondary unit.
 - b. Remain a safe distance behind the primary unit unless directed to assume the role of primary unit by the primary member or supervisor or if the primary unit is unable to continue the pursuit.

- c. Broadcast the continuing pursuit progress upon joining the pursuit where practical.
- I. A vehicle pursuit will be immediately discontinued:
 - 1. When the level of danger created by the pursuit outweighs the risk to the community or the pursuing officer(s).
 - 2. When instructed to terminate by a supervisor.
 - 3. At the discretion of the pursuing member.
- J. When a pursuit is discontinued, the 135members involved in the pursuit will turn off all emergency equipment, and the dispatch center will be advised that the pursuit has been terminated. If the member chooses to continue following the vehicle, it shall be done without emergency lighting and at a reasonable speed. Dispatch and the supervisor shall be kept informed of the ongoing situation.
- K. Supervisory Responsibilities
 - 1. The supervisor shall monitor the pursuit and continually assess the situation and ensure the pursuit is conducted within established department guidelines.
 - 2. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, or canceling the pursuit.
 - 3. The supervisor may also authorize forcible stop procedures, if circumstances warrant them.
 - 4. If the pursued vehicle is stopped, a supervisor shall designate the incident commander and respond to the scene.
- L. When it is imminent that a pursuit will be entering another agency's jurisdiction, the dispatcher will notify that agency. The primary member or the supervisor should advise the dispatcher as to what assistance is needed.
- M. Idaho law permits Wyoming peace officers to continue a fresh pursuit into Idaho when the officer is in pursuit of a person who has committed a felony or who is reasonably suspected of having committed a felony. In cases of a misdemeanor offense, officers shall discontinue the pursuit and must obey all traffic laws once crossing the state line.
- N. When another agency's pursuit extends into this Department's jurisdiction:
 - 1. The jurisdiction that initiates a pursuit shall be responsible for the progress of the pursuit. Units from this Department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit or a Department supervisor.
 - 2. This Department's assistance to a pursuing agency will terminate at the Town's jurisdiction line, provided that pursuing officers have sufficient assistance from their own agency. If not, assistance from this Department may continue only until sufficient assistance is present.
 - 3. If two (2) or more vehicles are already in pursuit, members will not become involved unless special circumstances dictate otherwise (e.g., forced vehicle stops, spike strips, number of suspects versus officers, etc.) or unless directed to do so by a Department supervisor.
 - 4. When a request is made for this Department to assist or take over a pursuit from another agency that has entered the Town's jurisdiction, the supervisor should consider the following individually and collectively:
 - a. The reason for the pursuit and if it meets the requirements of this policy.
 - b. Whether circumstances are serious enough to warrant continuation of the pursuit.
 - c. Availability of adequate staffing to continue the pursuit.

- d. The needs for the Department to participate in the pursuit.
- O. Procedures for units not involved in the pursuit:
 1. Members should monitor and maintain awareness of the progress and circumstances of the pursuit.
 2. While obeying applicable traffic laws, members may maneuver on routes parallel to and in advance of the pursuit in order to provide advance warning and traffic control to increase the probability of safe passage of the pursuit and safety for the pursuing officers and the public. This does not allow members to parallel the pursuit itself.
 3. Trailing or caravanning a pursuit, even while obeying rules of the road, is in most circumstances not a useful tactic and is, therefore, discouraged unless directed to do so by a supervisor.
 4. Members, 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 maneuvers by the fleeing vehicles.
- P. Pursuit intervention
 1. Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, members and supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the suspect, public, and the officers.
 2. A police unit may be used to block a suspect's vehicle that has been stopped, as long as the danger of injury or potential damage would be minimal. However, members should consider the potential for exposure to weapons fire in the event firearms are utilized by suspects or officers.
 3. Channeling may be used to redirect or stop a pursued vehicle. The selection of the best method and area in each circumstance should be preceded by an evaluation of all factors surrounding the pursuit. It is allowable to use stationary objects such as traffic cones, barricades, and vehicles to channel the suspect vehicle toward a specific goal, such as across a tire deflation device, and/or away from specific areas, such as those with pedestrians or heavy vehicle traffic, as long as a roadblock is not utilized.
 4. Tire deflation devices such as spike strips and stop sticks are approved for use in pursuits when:
 - a. The vehicle is one for which the device is designed to be used, and
 - b. The member using the device has been trained in its deployment.
 5. Boxing-in is strongly discouraged due to potential exposure to firearms from suspects and other officers and the potential of being pushed into other objects, oncoming vehicles, or pedestrians. It is only to be used at slow speeds or where the obvious risk can be eliminated or appreciably reduced. Boxing-in a suspect vehicle will not be used at high speeds or when the suspect has demonstrated the willingness to assault officers or for motorcycles.
 6. Ramming is prohibited unless:
 - a. The circumstances would warrant the use of deadly force.
 - b. There does not appear to be another reasonable alternative method, and
 - c. The suspect is driving in willful or wanton disregard for the safety of persons.
 7. Temporary Roadblocks with no escape route are prohibited unless the circumstances would warrant the use of deadly force. Temporary Roadblocks should

only be established with a supervisor's approval and must comply with Wyo. Stat. Ann. §§ 7-17-101 - 103. Spike strips are not considered roadblocks.

8. Shooting at, or from a moving vehicle, is generally prohibited and is considered the use of deadly force. Firearms are not to be used in an attempt to disable or stop a vehicle unless deadly force is authorized.

Q. Pursuit Review

1. Members shall report the pursuit to the shift Sergeant immediately after the incident occurs, or as soon as practical (assuming the shift Sergeant is not already aware). Sergeant notification shall be made while still at the scene, assuming it is safe to do so. While waiting for the Sergeant (or his designee) to respond, members shall maintain the scene, protect any evidence, and hold any witnesses.
2. Upon receiving notification that a pursuit has occurred, the supervisor shall immediately respond to the scene and commence a policy review investigation. In the event the supervisor is off-duty and unable to respond, the supervisor shall cause an available supervisor to respond to the scene. An immediate supervisor response is imperative as a pursuit review is a priority situation that cannot be left for a later time.
3. A pursuit review can be done by either a Sergeant or a Corporal with preference being on the Sergeant. In the event both shift supervisors are involved in the pursuit, an off-duty supervisor will be called out to complete the review.
4. In ALL cases of the pursuit where officer(s) or suspect(s) are injured, regardless of the severity of injuries, the supervisor investigating the incident shall notify the Operations Lieutenant and/or the Chief of Police as soon as practical after receiving notification of the incident.
5. The Pursuit Review investigation report shall be documented on a JPD Memorandum, addressed to the Chief of Police through the Operations Lieutenant. The subject of the report shall be titled "Pursuit Review" with the event number following. Do not add names of the involved officers or suspects, or any other information in this section.
6. Supervisors investigating a Pursuit Review are responsible for conducting a thorough investigation and should NOT delegate any portion of the investigation without first conferring with the Operations Lieutenant.
7. Upon arrival at the scene, the supervisor shall personally contact the involved members, and witnesses, and ascertain what happened. The supervisor shall ensure that any medical assistance for members, other officers, or suspects has been summoned. Any member or supervisor deciding that medical attention is necessary for a suspect shall call for an ambulance to respond to the scene. Members and supervisors should generally avoid transporting the suspect to the hospital, unless extenuating circumstances warrant otherwise.
8. The supervisor shall interview and take a detailed written statement separate from the CR-1 crime report, from each member who was directly involved in the pursuit, and from any members who was present when the pursuit occurred. Members who were not involved or did not witness the pursuit are not required to write a statement, however the supervisor will record their names in the report and indicate what their involvement was. The supervisor shall pay particular attention to the proper documentation regarding which members witnessed and/or participated in the pursuit.

9. The supervisor shall personally contact all witnesses to the pursuit and take, or cause to be taken, a detailed written statement from each witness, if they can be located. Prior to releasing the witness, the supervisor shall review the statement and pose questions to the witness to clarify any portion of the statement.
10. Supervisors conducting a Pursuit Review investigation shall include the following information in their report:
 - a. Date, time, and circumstances surrounding how the supervisor was notified of the incident and the time the supervisor arrived at the scene.
 - b. A detailed summary of all statements taken from members and witnesses, with the original written statements attached to the report.
 - c. Photographs and/or video and audio recording taken at the scene; detailed photographs of the suspects to include photographs of any injuries as well as photographs to show a lack of injuries. If a suspect refuses to cooperate with the taking of photographs, the supervisor shall video record the suspect's refusal and any other pertinent actions by the suspect, i.e., the suspect yelling obscenities, acting irrational, etc. Photographs of injuries sustained by members and any damage to the member's uniform and/or equipment. Detailed photographs and/or video of the scene where the pursuit ended. Supervisors should proceed under the theory that it is better to take too many photographs than not enough. Photographs and video shall be downloaded to a disc with the original attached to the report. Do not make copies of the disc. Additionally, all video from in-dash cameras, contour cameras, etc. shall be included in the report compiled by the supervisor conducting the investigation and submitted as part of the final report.
 - d. Supervisors shall obtain a statement from any responding medical personnel who may have treated members and/or suspects. The supervisor shall record the information in the report.
11. The investigating supervisor will conclude the report with facts obtained in the investigation. Except in cases of deadly force, a summary regarding tactics employed by the involved members and whether or not the members acted reasonably under the circumstances and within policy shall be included.

12.15 CRASHES INVOLVING TOWN VEHICLES

- A. All collisions or damage to Department or Town vehicles are to be reported to the member's supervisor as soon as possible.
- B. The member driving the vehicle shall write a signed memorandum addressed to their supervisor detailing the circumstances resulting in the collision or damage. The supervisor shall view the damage as soon as possible and ascertain what happened. The supervisor shall take photographs of the damage to include identifying characteristics (License plate and unit number if applicable). The supervisor shall prepare a separate memorandum addressed to the Operations Lieutenant detailing the incident. The memorandum shall include the supervisor's observations and a recommendation as to whether the damage was preventable or non-preventable. The member's memorandum will be attached to the supervisor's memorandum along with the photographs, and forwarded to the Operations Lieutenant.
- C. For crashes resulting in total damages less than \$1,000:
 1. A police report (event) shall be made.

2. Unless extenuating circumstances exist, the collision is to be investigated by a Department member.
 3. A copy of the event shall be forwarded to the Chief of Police.
- D. For crashes resulting in total damages exceeding \$1,000:
1. A police traffic investigation shall be conducted and a police traffic collision report shall be completed. A Copy of the report shall be submitted to the Chief of Police.
 2. Unless extenuating circumstances exist, the collision is to be investigated by a Department member.
- E. For crashes resulting in real or potential injuries to or the death of any person:
1. A police traffic investigation shall be conducted and a police traffic collision report shall be completed. A copy of the report shall be submitted to the Chief of Police.
 2. The collision should be investigated by an outside agency, if possible.

13.0 RADAR AND LIDAR

13.01 GOAL

- A. It shall be the goal of the Department to maintain all **RADAR (RA**dio **D**etection **A**nd **R**anging) and **LIDAR (L**ight **D**etection **A**nd **R**anging) speed measuring devices in serviceable condition.
- B. This will be accomplished by establishing and maintaining a Department liaison who will oversee the speed measuring device program and equipment.

13.02 LIAISON

- A. The Departmental liaison shall be selected and appointed by the Chief of Police.
- B. The liaison shall acquire training necessary to achieve a teaching certification in RADAR and LIDAR basic operation.

13.03 TRAINING

- A. The Department shall require that all sworn police officers attend a sixteen (16) hour RADAR and LIDAR basic operations course. An additional update and re-familiarization course of four (4) hours shall be required every two (2) years to maintain proficiency in the use of speed measuring devices utilized by the Department.
- B. Members that utilize RADAR and LIDAR speed measuring devices for probable cause to issue criminal citations are required to follow all protocols for operation as presented to them in training.

13.04 MAINTENANCE

- A. All RADAR and LIDAR units at three (3) years of service life shall be inspected by the Department liaison to ensure that the unit is working properly and shall continue to be inspected annually thereafter. The Department liaison shall pull from service any unit that, in the opinion of the liaison, is in need of repair or re-calibration and take steps necessary to accomplish these corrections.
- B. No member shall utilize a speed measuring device to issue a criminal citation if the device does not pass calibration tests or is malfunctioning. Members with a known malfunctioning unit shall immediately stop utilizing the device and report the problem to the Department liaison so that the unit can be inspected.

14.0 TACTICAL TEAM

At the discretion of the Chief of Police and the Town Manager, Department members may participate in a special response team to address high-risk calls for service that require special tactical skills beyond those associated with routine calls for service.

The command structure of the team will be determined by the Chief of Police in conjunction with the Sheriff(s) and Chief(s) of Police of other participating agencies. The Chief(s) and Sheriff(s) on participating agencies will guide the selection of tactics and procedures to be employed by the team.

14.01 AVAILABILITY OF TEAM MEMBERS

- A. Since calls for which the team may be deployed may occur at any time, team members are expected to respond for assistance 24 hours a day and should let the Law Enforcement Communications Center know when they will be out of the area and/or otherwise unavailable to respond.

14.02 WIDE RANGE OF SERVICES

- A. The team provides a wide range of services, including the resolution of barricaded suspect situations, hostage rescue, high-risk warrant service and surveillance, and other high risk calls for service as determined by the command staff of the participating agencies.

14.03 PHYSICAL FITNESS

- A. Due to the demanding nature of assignments, each team member is responsible for maintaining a high level of physical fitness on his/her own time.

14.04 SELECTION PROCESS

- A. Department members will be selected from members who have successfully completed the field-training program and have an additional two (2) years of patrol service.
- B. Selection criteria include consideration of the candidate's judgment, common sense, decision-making and enthusiasm for the mission, team orientation adaptability to difficult and stressful circumstances, physical fitness, and firearms proficiency.
- C. Each candidate will be objectively assessed as to the general level of physical fitness with particular attention to cardiovascular capacity and upper body strength.
- D. Assignments of Department members to the team will be made by the Chief of Police.

14.05 EVALUATIONS

- A. All Department members assigned to this team are subject to periodic fitness for duty evaluations by a psychologist or physician hired by the Department to ensure their continued ability to withstand the rigorous nature of this assignment.
- B. Such periodic evaluations may occur at the discretion of the Chief of Police.

14.06 PARTICIPATION

- A. When participating on this team, all members of this Department shall be bound by the policies and procedures of this agency regardless of the jurisdiction in which they are operating.

15.0 POLICE MARKSMAN/OBSERVER TEAM

15.01 PURPOSE

- A. The purpose of this policy is to establish rules and regulations for the Department's Police Marksman/Observer Team for deployment, training, qualifications, and use of members.
- B. The Department policy is to ensure that the Department's Police Marksman Team adheres to the proper procedures in accordance with the use of force policy.

15.02 POLICY

- A. The Department has at its disposal members specially trained to be Police Marksman/Observers. The Department utilizes these members to preserve life during a response to high-risk situations that exceed those immediately available to the agencies first responders through special weapons and tactics, containment, de-escalation, and control. The utilization of the Police Marksman/Observer Team requires strict adherence to procedures that guide the Marksman in the use of force during response to a critical incident where force may be necessary. The use of force by the Marksman is only authorized when it is objectively reasonable and for a lawful purpose. The use of force by Department members is governed by Federal Law, Wyoming State Statute, the U.S. Constitution, Wyoming Constitution, and applicable case law.

15.03 DEFINITIONS

- A. Police Marksman/Observer (Marksman) - a sworn law enforcement officer who is trained and certified in the use of special weapons and tactics who is utilized in various capacities.
- B. Team Leader - The first line Supervisor who plans missions, training and standard achievements, team control, logistics, equipment recommendations, and liaison between the team members and command staff.
- C. After-Action Report - A written report detailing the results of the operation where Department Marksman are deployed.

15.04 PROCEDURES

- A. General
 - 1. The purpose of this policy is to establish for the role, responsibilities of and selection process for members of the Department Police Marksman/Observer Team.
 - a. The Department Marksman will use specialized training and sight enhanced equipment to observe and report real-time intelligence to the appropriate level of command when deployed on an incident.
 - b. The Department Marksman will provide protective over-watch to emergency personnel, civilians, and/or hostages during critical incidents by bringing precision rifle fire against designated human targets, with the intent to immediately neutralize or suppress the dangers and life-threatening actions of those designated targets.
- B. Rules of Engagement
 - 1. The Police Marksman will be authorized to use deadly force in the following circumstances:
 - a. To defend themselves or others from what they reasonably believe is the imminent threat of deadly force by a suspect.

- b. To prevent the escape of a suspect from a critical incident's containment perimeter, if the Marksman reasonably believes such suspect's escape would seriously endanger human life or subject the public to the risk of great bodily harm.
- C. Command Authority
 - 1. It is a fact that tactical situations are fluid and ever evolving and subject to rapid change. A command officer may be forced to order a Marksman to use deadly force when the Marksman does not have personal knowledge of the imminent use of deadly force by a suspect and that all other options to immediately neutralize or suppress the dangerous and life-threatening actions of a suspect have been precluded.
 - 2. The collective knowledge doctrine allows an officer to rely on information gathered by other officers. The command officer has the collective intelligence and makes the decision to employ deadly force against a suspect. The command officer issuing such an order will:
 - a. Issue the command in clear, plain language.
 - b. Will confirm with the Marksman that the target has been positively identified and the Marksman is in a position to engage the intended target.
 - c. Will include in his order a provision to abort the command to employ deadly force should the tactical situation warrant such a change.
- D. Tactical Disarmament
 - 1. Members of the Department Marksman Team will not engage in tactical disarmament or the intentional attempt to disarm suspects by shooting weapons from the hands of suspects.
- E. Target Identification
 - 1. When identifying pre-designated targets, Marksman will rely upon permanent facial features of a suspect when making any such identification.
- F. Call out and Deployment of Department Police Marksman
 - 1. Police Marksman should be called out by a Supervisor when there is any critical incident where there is protracted threat to human life where Marksman capabilities may have a positive outcome on the results.
 - 2. Whenever staffing and the critical incident allows, Operational Marksman will be deployed in two-man Marksman/Observer teams.
 - 3. In such situations, the role of Marksman and Observer will be interchangeable. When fatigue becomes a factor, the Marksman and Observer will alternate their respective roles.
- G. Selection of Personnel
 - 1. The selection and training of members is the single most important aspect in forming the Marksman team. The following are criteria that will be used as a basis in the selection process. The Chief of Police, Operations Lieutenant, or Police Marksman Team Leader may expand these standards.
 - 2. Police Marksman members must:
 - a. Be a Department member in good standing.
 - b. Volunteer for the team.
 - c. Be in good medical condition.
 - d. Be emotionally mature and stable.
 - e. Have demonstrated an above average proficiency with firearms and marksmanship.

- f. Have at least two (2) years minimum experience in a solo assignment post field training.
- g. Do not have a record of excessive illness or tardiness.
- h. Must agree to serve a minimum of three (3) years after selection unless removed from the team for cause.

3. Selection Criteria

- a. For those applicants who meet the above criteria, the Team Leader or his designee will:
 - (1) Review the applicant's personnel folder
 - (2) Interview the applicant
 - (3) Seek input from active Marksman Team members
- b. Selected candidates will join the team in a probationary status.
- c. Regular status will be achieved after the candidate has graduated from a formal police sniper school, has passed qualification, and has a minimum of six (6) documented cold bore shots.

H. Equipment

1. Weapons

- a. Only weapons and rifle scopes issued by the Department will be used by Marksman members in the performance of their duties.
- b. Marksman will be responsible for cleaning their rifles after use and maintaining their rifles and scopes in serviceable condition.
- c. Only the authorized Marksman Team armorer will perform any service, repair, or make any modification to the weapons system that goes beyond basic field cleaning.
- d. Any request for service, repair, or modification to any weapons system will be made in writing to the Team Leader. No service, repair, or modification will be allowed to a weapon system without the approval of the Department Marksman Team Leader. All service or repair records will be provided to the Team Leader and retained on file.

2. Data Book

- a. All Marksmen will maintain a data book in which is recorded data on previous engagements, commonly referred to as "dope" that is pertinent to the performance of the individual's weapon system at varying distances, under different climatic conditions, with different ammunition lots.

3. Ammunition

- a. Only .308 Winchester factory Federal Gold Medal match loaded with a Sierra 168 gr. Boat Tail Hollow Point is authorized to engage targets.

I. Qualification

- 1. All Marksmen shall meet qualification standards as set forth by the Team Leader.

16.0 BOMB TEAM

16.01 DUTIES AND RESPONSIBILITIES

- A. Render safe and/or remove improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco, Firearms and Explosives) pyrotechnics and ammunition.
- B. Provide safe transportation, disposal and/or storage of explosives and other items as referred to above.
- C. Conduct post bomb/blast crime scene investigations.
- D. Collect and preserve evidence.
- E. Prepare and provide courtroom testimony.
- F. Store, maintain, and inventory bomb squad equipment.
- G. Provide technical support to other agencies.
- H. Provide dignitary protection.
- I. Prepare and participate in explosive related training programs.
- J. Maintain and be familiar with a technical library of Bomb Data Center publications and other explosive related reference materials.
- K. Maintain professional liaison with other state and local Bomb Squads, Military Explosive Ordinance (EOD) units, Federal Agencies and Professional Associations, i.e., International Association of Bomb Technicians and Investigators (IABTI).
- L. Compile and report technical data on explosive devices and incidents.
- M. Develop Department response plans for a bomb threat, actual improvised explosive device and bomb crime scene incidents.
- N. Report found or recovered military ordinance to Military EOD units.
- O. Fireworks disposal.
- P. Respond to marijuana grows.
- Q. Respond to drug labs.
- R. Swat support.
- S. Respond to special searches/canines.
- T. Public Relations demonstrations.

16.02 ASSIGNMENTS

- A. The Jackson/Teton County bomb squad works directly for the local, applicable authorities and for the State of Wyoming under Region 8.
- B. Members of the Jackson/Teton County bomb squad must be in good standing with their departments and maintain this standard.
- C. Members are selected through a process that includes:
 - 1. A letter of interest when an opening is announced,
 - 2. An oral board with members from the team and department staff from both agencies,
 - 3. Fitness testing (to determine ability to wear and function in a bomb suit), and
 - 4. An explosives handling test.
- D. Upon admittance to the team, the member shall begin training for the position and then begin making preparations to attend a Hazardous Material Technician Course followed by the Hazardous Devices School (HDS) in Huntsville, Alabama. See: <http://www.fbi.gov/about-us/cirg/hazardous-devices>

- E. Any member can and will be released from the team at the discretion of their department if they fail to maintain good standing or otherwise show poor decision making issues as identified through their departments.
- F. No member shall be allowed to make a down range approach on a suspected IED or other dangerous device or object until they have attended and completed the course at HDS. These uncertified members may assist with calls for service in a support capacity only.

16.03 TRAINING

- A. Hazardous Materials Tech Level.
- B. HDS Basic and any necessary Re-Certification.
- C. In-service Training.
- D. Squad Level Training.

17.0 TERRORISTIC THREATS

17.01 PURPOSE

- A. The purpose of this policy is to provide guidelines in the event of a bomb or terroristic threat within the Town of Jackson. It should be noted each situation is different and it is impossible to make a plan that fits every scenario.
- B. The following is a guideline for how a terroristic threat is handled in Teton County Schools. This guideline can be interchangeable with other similar incidents.

17.02 BOMB OR TERRORISTIC THREAT RECEIVED

- A. In the event a bomb or terroristic threat is received by a member of the school staff:
 - 1. School Staff should *immediately* contact the Law Enforcement Communications Center at 911 or 733-2331.
 - 2. School staff should contact the principal, superintendent, or highest-ranking school official available, as soon as possible.
 - 3. School staff shall implement the school's response plan without delay.
 - 4. The Law Enforcement Communications Center should contact the Chief of Police and the Teton County Sheriff as soon as practical.
 - 5. All cellular phones and electronic devices should be turned off *immediately*.

17.03 INCIDENT COMMAND

- A. The Incident Command Team should consist of the highest ranking law enforcement officers or designee(s) in whose jurisdiction the school is located, the superintendent of schools, and the school principal and the Fire Chief, where appropriate.
- B. In the absence of the superintendent and/or principal, the two (2) highest-ranking school officials or designees shall serve on the team.
- C. The incident command team will consider the totality of the circumstances available and make decisions as to what action(s), if any, should be taken.
- D. In the event evidence of a crime or potential crime is located, law enforcement will take charge of that area.

17.04 NON-SPECIFIC THREAT

- A. A non-specific threat is a threat that lacks detail, such as a note in a bathroom stall, a note on a desk that suggests a bomb is in the school, or an anonymous phone call. A non-specific threat does not give specific information about times, locations, explosive material, motive, targets, etc. It is in essence a "generic" threat.
- B. If a non-specific threat is received, the school staff members on the incident command team will determine if the school should go into a state of lock-down or if evacuation is necessary.
- C. If it is a hard-wired system, the school intercom system may be used to notify teachers and school staff if the school is to be locked down or evacuated.
- D. During a lock-down, students should not be permitted to leave the classroom.
- E. Each teacher, counselor, administrator, and school employee should inspect their own rooms and areas of familiarity and responsibility for any items that seem suspicious or out of place. If something suspicious is located, see section below labeled "Suspicious Package."

- F. Common areas in the school should be inspected by a law enforcement officer teamed with a member of the school staff.
- G. If nothing is found, the incident command team members will determine if further searching of lockers or other areas is necessary. They will also consider if additional resources, such as a K-9 or bomb technician, are needed. If a bomb technician is needed, law enforcement will arrange for one to be called to the scene.
- H. It should be noted that since the school district is ultimately responsible for the safety of students and school district property, they can decide to evacuate the school at any time.

17.05 SPECIFIC THREAT

- A. A specific threat is a threat that gives specific information about an explosive device or felony to be committed, such as type of explosive, location, motive, time frame, targets, or any other information that gives credibility to the threat.
- B. In the event a specific threat bomb or terroristic threat is received, the school should be evacuated as soon as practical by both students and faculty.
- C. The decision to evacuate may not be immediate. If an immediate evacuation is necessary, the school may use its intercom system (if it is a hard-wired system) to make the announcement or to give other pertinent information.
- D. Each counselor, administrator, school employee, and teacher not assigned to be with students shall gather in a common area as established by the school's response plan.
- E. At the direction of the Incident Command Staff, the faculty will be escorted back into the building to inspect their own rooms and areas of familiarity and responsibility for any items that seem suspicious or out of place. If something suspicious is located, see section below labeled "Suspicious Package."
- F. Common areas in the school should be inspected by a law enforcement officer teamed with a member of the school staff.
- G. If nothing is found, the incident command team members will determine if further searching of lockers or other areas is necessary. They will also consider if additional resources, such as a K-9 or bomb technician, are needed.
- H. If a bomb technician is needed, law enforcement will arrange for one to be called to the scene.
- I. If a specific threat gives a time the bomb will go off the school should not be occupied until at least one hour after the time stated in the threat has passed.

17.06 SUSPICIOUS PACKAGE

- A. If a suspicious package or item is located, it should not be touched, examined, or evaluated. The immediate area around the item should be evacuated and no one should be permitted to enter the area.
- B. Complete evacuation should be an immediate consideration.
- C. A bomb technician should be contacted immediately by a member of the Department and nothing will be done with the suspicious item until the technician arrives.
- D. Upon arrival, the bomb technician will be included in the incident command team. After the bomb technician handles the situation and renders the suspicious package or item safe, the incident command team will determine if further action is necessary.

17.07 POINTS TO REMEMBER

- A. Remain calm. Do not panic.
- B. Do not use cell phones, radios, or other wireless communication devices.

- C. Watch for suspicious items in your work area.
- D. If suspicious packages or items are found, **evacuate the area immediately**. Do not pick up or move suspicious packages or items.
- E. Know the school's response protocol.
- F. Knew the evacuation plan and routes.

17.08 IDENTIFYING AND ASSESSING BIOLOGICAL THREATS

Personnel safety is the number one priority in handling any suspected bioterrorism event.

- A. First Responders must:
 - 1. Perform a scene survey (size-up) that includes a risk assessment of the threat for an improvised explosive device (IED) prior to approaching any suspicious package.
 - 2. If an explosive threat exists, or an explosion has occurred, evaluate the scene for a secondary IED.
 - 3. If an explosive threat exists, it will take precedence over any biological threat until rendered safe.
- B. Do Not Touch
 - 1. Do not touch, move, or open any suspicious package until a risk assessment on the package can be performed in coordination with hazardous materials (HAZMAT) personnel!
- C. Notify Appropriate Personnel
 - 1. Notify appropriate personnel when a potential threat is identified. Other agencies have many resources to aid in the event. Dispatch has the contact information for all agencies. This should include:
 - a. Chief of Police
 - b. FBI
 - c. Teton County Emergency Management
 - d. Teton County Public Health
 - e. Jackson Hole Fire/EMS
- D. Assess the hazard by:
 - 1. Gathering information from the reporting party, bystanders, witnesses, and any other first responders.
 - 2. Determine who has physically had contact with the package and detain them as appropriate.
 - 3. Conducting an initial evaluation of the package. Consider using binoculars while standing a safe distance away from the suspicious package.
- E. Determine the answers to the following questions:
 - 1. Was the package accompanied by a verbal or written threat?
 - 2. Is the package opened, leaking, giving off an odor, or have any suspicious marking?
 - 3. If the package is open, was any substance released from the package?
 - 4. Is anyone who touched the package feeling ill?
 - 5. Is the package making noise?
 - 6. Are there any wires protruding?
- F. **If the answers to all assessment questions are "NO".**
 - 1. Law enforcement should appraise the incident and determine the removal or disposal of the package.
 - 2. The package should be placed in a sealable plastic bag and double-bagged.
 - 3. Anyone who touched the package should thoroughly wash hands or affected area with soap and water.

G. If the answers to all assessment questions are “YES”.

1. Establish incident command and ensure notifications to FBI, Hazmat, Public Health, and EMS are initiated.
2. Request special assistance (i.e., Bomb Squad, Regional Response Team or Civil Support Team)
3. Control the scene and preserve evidence.
4. Shut down the building ventilation system if there could have been a substance release.
5. Use barrier tape to cordon off open areas.
6. Isolate those who have been exposed or potentially exposed and consider shelter-in-place as an initial tactical consideration. Do not evacuate the building unless an immediate threat is evident.
7. Identify and list the names of anyone who may have been exposed to the suspicious substance so they may be contacted when the laboratory test results are available or if there is other additional information.
8. Consider location and well-being of those unexposed or unlikely exposed. Non-victims may need to be gathered for interviews, or to receive information from public health or other officials to inform and allay fears.
9. Consider assigning a Public Information Officer (PIO).

17.09 POTENTIAL THREAT SCENARIOS

- A. Letter/container with unknown powder-like substance and threatening communication.
 1. Since there is an articulated threat, it is likely that the substance was intentionally introduced into the package in an effort to validate that threat.
 2. An articulated threat itself (with or without the presence of a suspicious substance) may be a Federal crime and may also constitute a violation under State and Local statutes.
- B. Under NO CIRCUMSTANCES should an unprotected responder, such as a law enforcement officer, attempt to open a package of an unknown substance.
 1. If this incident involves an unopened container such as a box, it must be evaluated by certified bomb technician/explosives ordinance disposal personnel prior to being handled by HAZMAT.
- C. Letter/container with a threat but no visible powder or substance present.
 1. Merely threatening the use of a chemical or biological agent may be a violation of Federal law and merits investigation.
 2. Although no powder may be visible to the eye, there could be trace amounts of material present that could represent a health risk and also provide critical forensic evidence required to further the investigation and prosecution.
- D. Letter/container with unknown powder but no articulated threat.
 1. If a reasonable and defensible explanation can be given as to the source of the substance, that there is no articulated threat, and that no one is ill, then no further actions are necessary.
- E. Letter/container arrives with no powder, no threat but the recipient is concerned about the package.
 1. No investigative actions are necessary in this matter.
 2. However, if other threat indicators are present such as excess postage, misspelled names, unusual odors/colors, etc., the United States Postal Inspection Service should be notified to evaluate it for potential hazards.

17.10 DECONTAMINATION

Decontamination Guidelines for Personnel Exposed to a Suspicious Package Containing Substance or Accompanied by a Threat

- A. Package unopened:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Public Health Department may be notified for further assistance
- B. Package unopened, but leaking:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Shower with soap and water
 - 3. Launder clothes separately in hot water with soap
 - 4. Public Health Department may be contacted for further assistance
- C. Package opened, no obvious exposure:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Public Health Department must be notified
- D. Package opened, obvious exposure:
 - 1. Hands only
 - a. Thoroughly wash hands or affected area with soap and water
 - b. Change and place clothes in a sealed plastic bag
 - c. Shower with soap and water, and shampoo hair
 - d. Launder clothes separately in hot water with soap
 - e. Public Health Department must be notified
 - 2. Hands and clothes
 - a. Remove clothes and seal in plastic bag onsite
 - b. Gross decontamination by emergency service that is based on and justified by the hazard assessment
 - c. Transport to medical facility for evaluation after decontamination
 - d. Leave contaminated clothes onsite for later pick-up by Public Health or another appropriate agency.

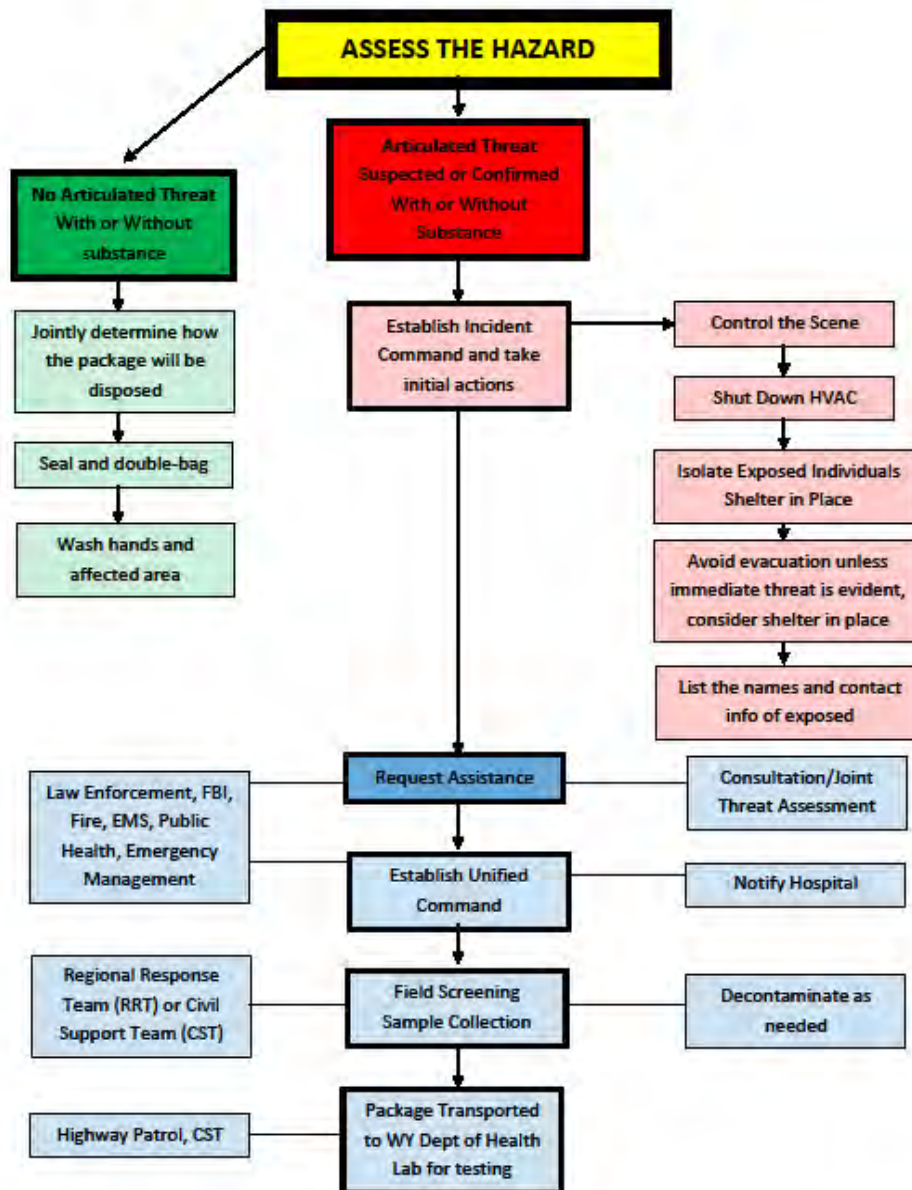
TERRORISTIC THREAT QUICK REFERENCE GUIDE

- 1. School staff should *immediately* contact the Law Enforcement Communications Center at 911 or 733-2331.
- 2. School staff should contact the principal, superintendent, or highest-ranking school official as soon as possible.
- 3. School staff shall implement the school's response plan.
- 4. Law Enforcement Communications Center should contact the Chief of Police and/or the Teton County Sheriff, as soon as possible.
- 5. All cellular phone and electronic devices should be turned off immediately.
- 6. The incident command team shall meet, as soon as possible, and determine if the threat is specific or non-specific.
- 7. If the threat is non-specific, the designated school representative will determine if the school should be evacuated or if locking the school down is sufficient.
- 8. If the threat is specific, the school should be evacuated as soon as practical.
- 9. If the threat gives a time a bomb will go off, the school should not be occupied until at least one hour (1 hr.) after the time stated in the threat.

10. If directed to do so by the Incident Command Team, school faculty will look at areas of familiarity and responsibility for anything suspicious or out of place, law enforcement and school staff will look together in common areas for suspicious items.
11. If a suspicious package is located, it should not be touched, examined or evaluated. Law enforcement should be notified immediately and the designated school and law enforcement representatives should reconsider the evacuation/lock down status.
12. A bomb technician will be contacted by a member of the Department and nothing should be done with the suspicious item prior to his/her arrival.
13. If nothing is found the Incident Command Team will determine if further action is necessary.
14. The Incident Command Team will determine when the school may be used again.

The following flow chart is to be used for chemical or infectious items only, not explosive items.

Guidance - Response to Suspicious Letter/Container with Potential Biological Threat - 6/2010



18.0 CRISIS NEGOTIATION TEAM

18.01 POLICY

- A. The Crisis Negotiation Team (CNT) policy specifies procedures for handling hostage and/or barricaded suspect incidents, establishes negotiation policies, and outlines the duties of responding members.

18.02 DEFINITIONS

- A. Hostage Incident: a situation where a person holds another person against his or her will.
- B. Barricaded Suspect Incident: a situation where a person, intending to evade arrest, takes up a defensive position armed with a gun, explosive, or a weapon capable of harming others and presents a deadly hazard to arresting officers.

18.03 MISSION STATEMENT

- A. The primary objective of the Department's Crisis Negotiations Team is to respond to critical incidents such as attempted suicides, barricaded subjects, hostage situations, and any other situation where a crisis negotiator would be beneficial; and existing Department policy and procedures failed to successfully resolve the situation at hand.

18.04 GOAL

- A. The goal of the Crisis Negotiation Team is to protect lives, apprehend suspect(s), and assist individuals in crisis through the use of negotiation techniques. The CNT operates under the supervision of the Chief of Police and/or Operations Lieutenant.
- B. The Team Leader is currently assigned to the Department. The team consists of an additional member from the JPD and one (1) member from the Teton County Sheriff's Office. The Chief of Police and/or Operations Lieutenant will deploy the Crisis Negotiation Team, as needed.

18.05 TEAM MEMBER QUALIFICATIONS

- A. Team members with the following skills/characteristics may be considered for the Crisis Negotiations Team:
 - 1. A Volunteer
 - 2. High level of self-control
 - 3. Ability to remain calm under stress
 - 4. Excellent interpersonal communication skills
 - 5. Calm and confident demeanor
 - 6. Good listener and interviewer
 - 7. Works well in a team concept
- B. Once selected for the team, the member must complete a minimum of forty (40) hours in a qualified Crisis Negotiations course before serving in the role as a "negotiator" during an incident.
- C. It is recommended that negotiators annually attend a minimum of eight (8) hours of refresher training in order to stay proficient.

18.06 HOSTAGE SITUATION: INITIAL RESPONSE

- A. The first members arriving at the scene of a hostage situation should avoid the impulse to take immediate action and confront the hostage-taker(s).

- B. Members should:
 - 1. Assess the situation.
 - 2. Advise the on-duty Supervisor of the circumstances and the need for assistance from tactical and negotiations personnel.
 - 3. As additional members arrive, they shall contain the incident by isolating the crime scene and evacuating the immediate area using the following guidelines:
 - a. Evacuate all injured persons.
 - b. Remove all uninvolved persons from the area.
 - c. If the hostage is inside a building, evacuate the building and adjacent buildings of all uninvolved persons.
 - d. Prevent pedestrian and vehicular traffic from entering the area.
 - e. Seal off all escape routes, as the safety of the hostages can best be assured by preventing their removal by the hostage-taker.
- C. Incident Commander:
 - 1. The first supervisor on-scene shall be Incident Commander. The Incident Commander will make all decisions regarding police action to be taken.
 - 2. This Supervisor will remain the Incident Commander until relieved by another supervisor.
 - 3. The Supervisor at the scene shall initiate the Incident Command System, delegating duties as additional resources arrive.
- D. Incident Commander shall:
 - 1. Notify the Operations Lieutenant and/or Chief of Police and all members of the Crisis Negotiating Team of the situation.
 - 2. Establish a command post and inner and outer perimeters.
 - 3. Determine the deployment of all law enforcement and vehicles at the scene.
 - 4. Call for assistance from other agencies, as necessary.
 - 5. Obtain as much information as possible about the hostage-taker.
 - 6. Before taking direct police-action, make an effort, if possible, to persuade the hostage-taker to surrender.
 - 7. Ensure that the hostage-taker knows of the presence of the police, but not their specific deployment or strategy.
 - 8. Determine the necessity for any special equipment, including body armor, special weapons or specially-trained police units (i.e., Sniper, Bomb, and CNT).
 - 9. Coordinate the actions of tactical and hostage negotiations personnel.
 - 10. Request the cooperation of the telephone company to obtain and maintain police control of all telephones available to the hostage-taker
 - 11. Anticipate and prevent attempts by the news media to contact the hostage-taker directly.
 - 12. Deal with the news media in accordance with the Department policy on Police Media Relations.
 - 13. Call for emergency equipment and personnel, as necessary.
 - 14. Take every verbal and tactical means available to secure the apprehension of the hostage-taker without harm to the hostage(s).
 - 15. Take every precaution to avoid injury to the hostage(s), to law enforcement, or to any innocent persons in the vicinity.
 - 16. Consider authorizing the use of force, including chemical agents.

17. Ensure that, when the appropriate time comes, properly instructed and well-equipped law enforcement will make the actual apprehension of the hostage-taker.
18. If the hostage-taker kills one (1) or several hostages during negotiations, take immediate action to save the remaining hostage(s) if it appears the hostage-taker is likely to kill more hostages.

18.07 IF SUSPECT/HOSTAGES BECOME MOBILE

- A. Every effort shall be made to keep the hostage confrontation from becoming mobile because it would become much more difficult to contain and control.
- B. If the situation does become mobile, the Incident Commander at the scene shall assign an unmarked car (preferred) to follow and maintain constant surveillance.
- C. The surveillance car shall follow and maintain contact with the hostage vehicle as long as hostages are being held, and advise the Incident Commander of their location and their progress.
- D. The dispatcher shall monitor the progress of the situation and keep the Incident Commander informed. On the direction of the Incident Commander, other agencies, including the Teton County Sheriff's Officer and Wyoming Highway Patrol shall be asked for assistance.
- E. The dispatcher will also notify the appropriate agencies if the situation moves into another jurisdiction. (See JPD Operation of Vehicles: Pursuit Policy 12.14)

18.08 SUSPECT DEMANDS

- A. The Incident Commander shall make all decisions regarding the demands of a hostage-taker.
- B. The following demands shall not be complied with under any circumstances:
 1. No weapons will be supplied to the hostage-taker, as it is always possible that the hostage-taker may be bluffing with an unloaded or imitation firearm.
 2. No additional hostages will be given, and exchanges of hostages must be made cautiously, if at all.
 3. A hostage-taker shall not be allowed to remove a hostage to a location where law enforcement may not be able to act immediately.

18.09 NEGOTIATIONS

- A. Generally
 1. The Incident Commander shall utilize the services of a trained hostage negotiator when necessary, and if a negotiator is available.
 2. Relatives or close friends of the hostage taker generally should not be allowed to act as negotiators. The hostage-taker may harbor deep hostility toward these people, and their safety may be jeopardized.
- B. Negotiations Team Call Out
 1. The Chief of Police or Operations Lieutenant shall determine if the services of a negotiator are appropriate for the given incident and authorize the use of the Negotiation Team.
 2. Teton County Sheriff's Office Dispatch and/or the Incident Commander will notify the Crisis Negotiation Team Leader and request them to respond. The caller must be prepared to provide the CNT Team Leader with information about the incident, including:

- a. Location of the incident.
 - b. Number and identity of hostages and perpetrators.
 - c. Weapons, types and quantities.
 - d. Reason behind the hostage taking, if known.
 - (1) Fleeing criminal
 - (2) Terroristic or political extremist
 - (3) Religious fanatic
 - (4) Mentally ill person
 - (5) A “wronged” person
 - 3. The caller should provide any other information that would be helpful for the negotiations team in planning their response.
- C. Negotiator Responsibilities
- 1. Accumulate as much information about the hostage-taker as possible, and appear compassionate, yet unemotional.
 - 2. Attempt to reduce the number of people involved, and talk only to the leader of the hostage-takers.
 - 3. Do not portray themselves as the ultimate decision maker so that they may buy time more easily.
 - 4. Attempt to ease the personal animosity, which the hostage-taker may have toward law enforcement or other group, agency, organization, or individual.
 - 5. Avoid any appearance of weakness or lack of confidence, and never give away anything without getting something in return.
 - 6. Utilize delicate prodding, such as, “What if...” or “How can I sell your request to my bosses?”
 - 7. Elicit from the hostage-taker how the problem can be resolved.
 - 8. Check out alternatives to “buy time.”
 - 9. Never criticize an idea of the hostage-taker, or attempt to impose the negotiator’s judgments or values.
 - 10. Negotiate everything (i.e., trade food, water, electricity, heat, or air-conditioning for hostages or extensions on the hostage-taker’s deadlines).
 - 11. Keep the hostage-taker in the decision-making status by requiring them to decide even minor issues (i.e., if they want food, what do they want? What do the hostages want? What about drinks – large or small, diet or regular? etc.).
 - 12. If necessary, provide the hostage-taker with a means of communication (i.e., telephone, radio) for negotiations, with approval of the Incident Commander. Make certain that the device provided can receive or transmitting only on the channel set aside for negotiation and cannot be made to receive tactical communications. Telephones are preferable to radios because telephones are more private, and radio batteries will go dead during prolonged negotiations.
- D. Conclusion of Negotiations
- 1. When a hostage confrontation is terminated, the hostage-takers shall be taken into custody and removed from the scene as quickly as possible.
 - 2. The hostages shall be provided with medical attention, if required.
 - 3. Documentation:
 - a. The primary member shall write a police report.
 - b. Additional members at the discretion of the Operations Lieutenant and/or Chief of Police shall submit supplemental reports articulating their role in the call.

4. After-Action:
 - a. The Operations Lieutenant shall arrange for a “debrief” in which all the members involved in the incident discuss “what went right” and “what could have been done better.”
 - b. Lessons learned for the next incident.
5. Counseling:
 - a. The Operations Lieutenant shall arrange for stress-debriefing sessions with qualified counselors for all members directly involved in the hostage situation.

19.0 ANIMAL CONTROL

19.01 TOWN ORDINANCE

- A. Town Ordinance 7.05.030 (Biting, Aggressive, or Vicious animals) is applicable for any dog bite incident except where the dog's owner or an immediate family member is the dog bite victim.

19.02 STATE STATUTE

- A. The relevant State statute for dog bites is Wyo. Stat. Ann. § 11-31-301 (e).

19.03 QUARANTINES

- A. Any dog within the Town that bites someone, other than its owner or immediate family member, and is not current on its rabies vaccination may be impounded and quarantined at the shelter for ten (10) days or as long as necessary as determined by the animal control officer after the bite to determine whether it has any diseases. In accordance with State statute, at the discretion of the animal control officer, the quarantine of the animal may be on the premises of the owner if the animal is current on rabies vaccinations. If the owner does not desire to quarantine the animal, the animal may be humanely euthanized and its remains tested for the presence of diseases, or the animal may be forfeited to the shelter for disposition.
- B. The reason for quarantine is to determine if the dog has rabies. A dog, whether vaccinated or not, may contract and spread the disease. Rabies is transmitted by the saliva of an infected animal, and any bite or scratch is suspect. Anyone who is bitten or scratched by an infected animal needs to be inoculated.
- C. When in doubt, the animal should be quarantined until a professional can be consulted.

19.04 DOG BITE PROCEDURE

- A. A dog bite is a criminal offense. Use standard crime investigation procedures in dealing with the incident. A crime report is required.
 - 1. Interview both the victim and the suspect (dog owner).
 - 2. Interview any witnesses and take statements.
 - 3. Gather evidence and take pictures of the wound.
 - 4. Issue a citation, if appropriate, and check the "must appear" box.
 - 5. Impound and quarantine the dog for ten (10) days at the Shelter, if needed.
 - 6. Fill out impound form at the shelter with as much detail as possible (such as potential aggressiveness of the dog and/or owner and case number).

19.05 CATS

- A. Under Title 7 of the Jackson Municipal Code and the Game and Fish regulations stray cats are considered predatory animals.
- B. Any cat running at large may be impounded and taken to the shelter. This includes pet household cats that are running at large.
- C. In the case of a cat biting someone, the same laws outlined for a dog bite (Town Ordinance 7.05.030 and Wyo. Stat. Ann. § 11-31-301(e)) apply. The same protocol for quarantine for a dog bite should be followed for a cat bite.

19.06 WILD ANIMALS

- A. The Wyoming Game and Fish Department is the agency having jurisdiction over all wild animals in the state. This includes game animals, fur bearing animals, and predatory animals as defined by State statute. In the case of wildlife, a reasonable effort should be made to contact the Department of Game and Fish before removing or capturing the animal.

19.07 DESTRUCTION AND HANDLING OF ANIMALS

- A. Any aggressive animal that poses an immediate threat to the safety and wellbeing of the public may be destroyed on scene. This includes both domestic and wild animals.
- B. Caution is advised both in the method used to destroy the animal and the method used to handle the dead animal. The method of destruction should be as humane as practical.
- C. If circumstances necessitate, the animal may be shot. However, if the animal is suspected to have rabies, do not shoot the animal in the head. The head is needed to determine if the animal has rabies.
- D. If the animal is suspected to have rabies, extreme care must be taken when handling the body.
 - 1. Bag the carcass and immediately transport it to a veterinarian. (Do not freeze the body, as this will invalidate any tests).
 - 2. Inform the veterinarian that you suspect the animal has rabies and have him send the animal's head to the State Lab for testing.
 - 3. All articles that come in contact with the animal should be considered a biohazard and should be disposed of in an appropriate manner.
- E. If you destroy an animal on scene, remember to always contact the agency having jurisdiction.

19.08 ANIMAL CONTROL CHEMICAL CAPTURE

- A. Chemical capture is the use of drugs to restrain, immobilize, or capture an animal.
- B. Chemical capture may be used when an animal poses a threat to persons or property.
- C. Chemical capture is not applicable to every situation and should not be considered a replacement for more traditional methods. Since each situation involving the capture of an animal is different, each decision should be made only for that specific event.
- D. Drug Storage and Transportation
 - 1. All chemical capture drugs should be stored in a secure location. Access should be limited to authorized members only.
 - 2. Capture drugs and equipment used for a specific event may be transported in a vehicle to the area where the animal is located. Drugs should be locked inside the vehicle inside a storage container. Appropriate measures should be taken to ensure the safety both to law enforcement and to the public at the scene.
 - 3. For use in the field the container may be removed from the vehicle and the required equipment taken and made ready. Drugs in the field must be secured in such a manner as to eliminate the possibility of accidental exposure or theft.
 - 4. Upon completion of the field operation the drugs shall be returned to the secure location within the Department.
- E. Field Operations
 - 1. Members shall use chemical capture drugs in compliance with State and Federal statutes and regulations.
 - 2. Prior to engaging in an animal capture, members should:
 - a. Gather everyone involved at the scene and discuss the operation;

- b. Discuss the routine and duties of each person;
 - c. Discuss animal/public etiquette;
 - d. Cover potential emergencies;
 - e. Ask questions.
- 3. Before capturing and handling animals, members should determine the method that will be the most effective in safeguarding the public and minimizing injury to the animal. Alternative methods to chemical immobilization, time of year, type and status of animals, environmental conditions, public safety, etc., should be considered.
- 4. The first animal control officer on scene should observe the situation from a safe distance and make a determination as to the best method to use to capture the animal.
- 5. If chemical capture appears to be the preferred method, contact a Sergeant/Supervisor and inform them of the situation. The Sergeant/Supervisor, in discussion with the animal control officer, will make the final determination whether or not to use chemical capture.
- 6. Capture equipment and drugs should be transported to the scene in a secure box inside the patrol vehicle.
- 7. The animal control officer should make the capture equipment and drugs ready at the scene. When possible, another member knowledgeable in first aid should be present.
- 8. Be aware of environmental hazards in the area that may pose a danger to yourself and the animal (i.e., vehicle traffic, construction sites, heavy timber bodies of water, etc.)
- 9. All members not directly involved in the capture should be kept outside the immediate area.
- 10. It is important to ensure the proper drugs and dosages are used to provide the necessary analgesia and anesthesia to accomplish the capture in a humane way.
- 11. Capture drugs should only be injected into the heavy muscles of the neck, shoulder, or hindquarters. Injections in other areas may result in severe injury or death.
- 12. *Caution:* The drugs usually take from 5-15 minutes to work. Be aware that the animal will probably try to run and hide. Once the drug is administered the animal should be observed and followed from a safe distance.
- 13. Once the animal is down, approach the animal cautiously and quietly as there should be no unnecessary noise or commotion.
- 14. Animals should be appropriately positioned and restrained to prevent injury during handling and transportation. Eye ointment may be placed in the eyes and the head may be covered with a loose-fitting blind. A muzzle is *not* recommended. Remove the animal from the scene and transport it in a manner that presents the least amount of injury and stress.
- 15. Transport domesticated animals to the animal shelter or to a veterinarian. The animal should be observed and monitored until the effects of the drugs have worn off. *In the event the owner of the animal is established, the owner should be contacted.*
- 16. In the case of wildlife, the animal should be returned to its normal habitat and monitored until it has recovered from the drugs.
- 17. If injured beyond likely recovery, animals should be humanely euthanized.

- 18. All deceased animals should be disposed of in the appropriate manner.
- 19. Any animal suspected of having rabies should be sent to the state lab for testing.
(See 19.7 D)
- F. By its nature, chemical capture of animals is often dangerous and difficult. If too little drug is used or if it is administered wrong, the capture may fail, and the animal may be injured or die. If too much drug is given, the animal may overdose and not survive. Some animals will have adverse reactions to the drugs. Because the drugs and equipment used for chemical capture are dangerous, only trained individuals who are comfortable and knowledgeable about the procedure should use them.
- G. The use of drugs for chemical capture poses a risk of injury and/or death to the animal. In a case where a member follows procedure, they shall not be subject to punitive action for the injury or death of the animal.

20.0 MOUNTED PATROL

The Department utilizes horse-mounted patrol to facilitate a variety of law enforcement and crime prevention operations, to include patrol, crowd control, traffic enforcement, crime prevention improving public relations, and building community partnerships.

20.01 SELECTION PROCESS

A. Selection Process for sworn members:

1. Members shall have completed a minimum of one (1) year of solo patrol service with the Department prior to applying.
2. Members must possess good work habits, and be resourceful and dependable.
3. Members must have the ability to keep or manage a horse and care for it.
4. Members must be able to provide for transportation of the horse to and from assignments. This transportation can be arranged using Department owned equipment, if such equipment is available and in safe working condition.
5. No member shall be assigned to the Mounted Patrol without the recommendation of the Mounted Patrol Training Officer and the consent of the Chief of Police.

B. Mounted Patrol Training Officer

1. The Mounted Patrol Training Officer of the Mounted Patrol is a voluntary position and shall be appointed by the Chief of Police.
2. The Mounted Patrol Training Officer must possess knowledge of training horses and riders and must be able to evaluate and decide if mounts and riders are safe to be in the environment of a specific assignment.
3. The Mounted Patrol Training Officer must successfully complete a mounted officer training course and maintain certification as an instructor as deemed appropriate by the Chief of Police.

C. Civilian Volunteers

1. Civilian volunteers are permitted to augment the sworn Mounted Patrol unit.
2. All civilian volunteers work under the direction of the Mounted Patrol Training Officer, or their designee, and must complete Department training prior to being utilized.
3. All civilian volunteers must sign a release of liability to the Town of Jackson for the actions of their horse while on duty or in training, holding the Town harmless for any injury to themselves or their horse.

D. Horses

1. Selection of horses used in the Mounted Patrol unit will be the responsibility of the Mounted Patrol Training Officer.
2. Before being allowed to work, a mount must pass the performance test as designed by the Department.
3. The horse must have a negative Coggins test certificate.
4. The horse must be "good in flesh" as determined by the Mounted Patrol Training Officer.
5. The Mounted Patrol Training Officer shall maintain records showing Coggins test results and performance on annual tests for certification for each mount used in the mounted units.
6. The horse must prove to be gentle and even-tempered and must not show any negative habits such as kicking or biting.

20.02 MOUNTED PATROL UNIT ASSIGNMENTS

A. Process

1. Prior to starting patrol, the mount is to be groomed, with appropriate tack.
2. Mounted assignments are made by the Mounted Patrol Training Officer or the supervisor of a special event. Members must advise dispatch of where they are working and listen for radio traffic in that area.
3. Members are responsible for removing any manure that their mount may deposit on any sidewalk or crosswalk.
4. If a truck and trailer are used to transport to the patrol area, the vehicle is to be positioned to provide maximum safety while loading and unloading the mounts and to minimize traffic obstructions.
5. If an assignment will be occurring after dark, the member should make every effort to equip their mount with reflective gear.
6. If the mount must be left unattended, it shall be secured in a place and manner in which the animal cannot be injured or cause injury to innocent persons. It is preferable to leave the animal either at a trailer or tied at a secure location.
7. When necessary to dismount and enter a building, Mounted Patrol should attempt to secure their horses properly prior to entry. If that is not feasible due to the situation, the Mounted Patrol may request assistance from a person to hold the horse. Great care should be taken to select an appropriate person.
8. Due to liability concerns, no person who is not a member of the Mounted Patrol (sworn or volunteer) shall be allowed to ride a mount while in service for the Department.

20.03 HORSE CARE AND MAINTENANCE

- A. Horses shall be maintained by their owners in a state that they can be readily used and can be considered "good in flesh."
- B. Horses assigned to work the street on a regular basis should be shod with borium¹ spots or borium nails (rubber boots are acceptable).
- C. In the event of inclement weather, the on-duty Supervisor will make the decision as to whether the horses will be utilized. Common sense and the best interest of the horse should prevail. If mounts are used, they should be kept under cover while storms pass through and then placed back into service.
- D. In the event a horse is injured or killed on duty, the rider will notify the Mounted Patrol Training Officer or Event Supervisor immediately. If a veterinarian is obviously needed, the veterinarian shall be summoned first. If a rider is injured and cannot take control of the situation, the nearest member of the Mounted Patrol should respond and assume responsibility of the horse.
 1. On-duty horse injuries or death shall be documented in the form of a Department memo written to the Chief of Police, through the Mounted Patrol Training Officer.
 2. On-duty horse injuries will be evaluated by the Department to consider reasonable expenses to be reimbursed to the member or volunteer on a case-by-case basis.
- E. As the budget allows, the Department will lease from sworn members their personal mounts when selected for mounted service. In order to be eligible for a lease, the member

¹ Borium is a generic name for tungsten carbide granules embedded in a matrix of softer metal.

must make a reasonable effort to ride on duty at least two (2) times per month during the months of May through September.

- F. Each horse will be Coggins tested and vaccinated annually. A positive Coggins test will disqualify any horse from further service in the unit.

20.04 MOUNTED UNIFORMS AND EQUIPMENT

- A. The Mounted Patrol uniform for sworn members is dark blue jeans and regular uniform shirt and leather gear. In addition, a western hat, boots, and spurs are also required. Sworn members may wear the crossed sabers emblem above their nametag as part of their duty uniform, while working a Mounted Patrol assignment.
- B. The Mounted Patrol uniform for volunteers is dark blue jeans, a white shirt, and a white straw western hat provided by the Department.
- C. Department approved equine helmets may at any time be used in place of the western hat portion of the uniform.

20.05 RECOGNIZED USES OF MOUNTED PATROL

- A. Mounted Patrol units are to be used to supplement regular patrol, as staffing permits. A special focus should be placed upon patrolling the Town Square and other areas with high pedestrian activity.
- B. Mounted Patrol units should be considered for areas with limited access or mobility, such as alley and pathways. Horse mounted officers are particularly effective in crowd control, whether the crowd is violent or not violent, and can be used for observation or issuing directions to the crowd. When moving a crowd, horses should be deployed in tactical formations and should be a lead element when used in conjunction with foot officers.
- C. Mounted officers may be used for a variety of special events. These may include, but are not limited to school and daycare visits, parades, dignitary escorts, concerts, and public celebrations. All requests by special event organizers for mounted officers or volunteers should be directed to the Mounted Patrol Training Officer.

20.06 TRAINING

- A. The Mounted Patrol Unit has at its disposal two (2) Department owned horse trailers.
 - 1. Horse trailers may be used for transporting Mounted Patrol horses to and from training and Mounted Patrol assignments.
 - 2. Members who have a Chevrolet Tahoe or equivalent may use this vehicle to tow either horse trailer, so long as the Gross Vehicle Weight Requirement (GVWR) of the tow vehicle is not exceeded and the training and experience of the member includes the ability to drive a combination unit safely with due regard for the public.
- B. Mounted Patrol members who are transporting a horse to and from a Mounted Patrol assignment, to include training, may utilize their Personally Assigned Vehicle (PAV) to do so outside of the PAV restriction. The radius limit of the location of the horse shall not exceed 50 miles from the Town of Jackson city limits.
- C. Mounted Patrol members may use personal horse trailers attached to JPD vehicles to transport horses to and from Mounted Patrol assignments.
- D. Mounted Patrol members may use personal vehicles attached to JPD Horse trailers to transport horses to and from Mounted Patrol assignments.
- E. Departmental assets should not be left outside of the normal PAV area unless specifically authorized by the Mounted Patrol Training Officer.

21.0 CANINE UNIT

The Canine Unit is a branch of the Patrol Division and Canine Teams (a handler and canine) will be assigned to Patrol Teams.

21.01 SUPERVISION

- A. The Canine Unit operates under the direct supervision of the Canine Unit Supervisor, although canine handlers assigned to Patrol Teams will be under the direct supervision of the Team Sergeant for daily activities outside the scope of the Canine Unit.

21.02 TRAINING

- A. Canine Teams will be trained for the following tasks:
 - 1. Controlled substances detection.

21.03 HANDLER QUALIFICATIONS

- A. Canine handlers must have adequate experience as a peace officer as determined by the Chief of Police and must have demonstrated a good work ethic and a good grasp of principles of policing.
- B. Interested individuals shall submit a request in writing to the Chief of Police explaining their qualifications.
- C. Qualified candidates must then participate in a training session (if possible) and an oral interview. A recommendation will then be made to the Chief of Police who will make the final decision.

21.04 INITIAL AND IN-SERVICE TRAINING

- A. When a new Canine Team is assembled, the initial training will be done on a fulltime basis under the direction of the Canine Unit trainer. This will continue until the Canine Team meets or exceeds the performance standards.
- B. Initial training may be terminated when, in the opinion of the Canine Unit supervisor and trainer, one (1) or both members of a Canine Team are not going to be able to achieve the performance standards in a reasonable timeframe.
- C. In-service training shall also be conducted under the direction of the Canine Unit trainer.
- D. Each handler shall participate and document a minimum number of hours of in-service training monthly as determined by the Department. Exceptions may be made for absences such as vacation or illness. Extended absences shall require the approval of the Canine Unit trainer and supervisor prior to the Canine Team returning to service.
- E. The in-service training time shall be spent working on increased proficiency, improved tactics, new environments, certifications, competitions, or other areas as directed by the Canine Unit trainer.
- F. In-service training shall include specialized training (conferences, seminars, competitions, certifications, etc.) to help ensure that all Canine Teams are kept abreast of current trends, practices, and training techniques. The Canine Unit trainer shall prepare an annual training plan for submission to the unit supervisor and the Chief of Police.

21.05 PERFORMANCE STANDARDS

- A. All Department Canine Teams shall certify according to Department performance standards prior to being assigned for duty.

- B. After being assigned for duty, Canine Teams shall demonstrate proficiency by meeting the performance standards at least once annually.
- C. A list of current performance standards for the Department shall be kept on file by the Canine Unit trainer. Canine handlers shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in compliance with the Fair Labor Standards Act.

21.06 HANDLER RESPONSIBILITIES

- A. Handlers will perform all patrol related functions as directed by the shift supervisor.
- B. Handlers will be responsible for the actions of their assigned canine.
- C. Handlers will be responsible for the proper care of their assigned canine, including:
 - 1. Arranging for bi-annual canine medical examinations, utilizing a Department-approved veterinarian.
 - 2. Keeping vaccinations current.
 - 3. Properly grooming the canine.
 - 4. Handlers will assist in initial and in-service training as directed by the Canine Unit trainer.
 - 5. Handlers will respond to dispatched calls for service whether on or off duty if practical.
 - 6. Handlers will actively participate in public demonstrations as assigned by the unit supervisor.
 - 7. Handlers will be responsible for the proper care and maintenance of all issued equipment.
 - 8. The handler will be responsible to maintain the canine at an acceptable performance level and point out any and all deficient areas to the Canine Unit trainer.
 - 9. The handler is responsible to ensure that all reports are completed before ending a tour of duty unless otherwise directed by the shift supervisor.
 - 10. The handler is expected to use their skills and those of their assigned canine to actively deter and detect criminal activity.
- D. Each handler is responsible for providing the following documents to the Canine Unit supervisor:
 - 1. The canine's daily training and/or utilization records, which will be completed each day and submitted at the end of each month.
 - 2. Copies of the canine's veterinarian records, including immunizations.
 - 3. A written incident report following an injury inflicted to any individual by a canine, whether on or off duty.
 - 4. Yearly certification records, including patrol and detection certifications.

21.07 CANINE UNIT TRAINER RESPONSIBILITIES

- A. Assist in the selection process of prospective handlers.
- B. Test and select prospective canines for use by the unit.
- C. Train prospective canines and handlers to meet the performance standards.
- D. Ensure that certified teams maintain set performance standards.
- E. Identify any deficient areas of Canine Teams and initiate corrective or remedial training.
- F. Properly maintain the Department's canine facilities and equipment.
- G. Provide updates and make recommendations to the Canine Unit supervisor regarding the performance of Canine Teams within the unit.

21.08 CANINE UNIT SUPERVISOR RESPONSIBILITIES

- A. Be directly accountable to the Operations Lieutenant on all canine related matters.
- B. Be responsible for the overall operation of the Canine Unit.
- C. Meet periodically with other supervisors and Canine Unit members to ensure that the unit is operating efficiently.
- D. Ensure that a secure kennel is properly constructed and maintained at each handler's residence.
- E. Assign requests for public demonstrations.
- F. Review and maintain a file of all Canine Unit reports to insure adherence to Departmental guidelines.
- G. Confer with other supervisors and the Canine Unit trainer in the selection of prospective handlers and canines and the evaluation of the Canine Unit's Canine Teams.
- H. Review work performance of Canine Unit members, identify any areas that may need improvement and prepare performance evaluations for unit members.
- I. Prepare a current emergency call-out list for communications.
- J. Assist the Canine Unit trainer as necessary and apprise the trainer of areas needing to be addressed.
- K. Assure that handlers are performing the necessary training work as prescribed by the Canine Unit trainer.

21.09 CANINE TEAMS GENERAL PATROL DUTIES

- A. Canine Teams will be assigned general patrol duties as directed by the Canine Unit supervisor.

21.10 SHIFTS AND CALL OUT

- A. Canine Teams shall work a standard shift; however, working hours and assignments may vary according to the needs of the Department. At least one (1) Canine Team shall be available for callout twenty-four hours per day as practical.

21.11 DEPLOYMENT OF CANINE UNITS

- A. A canine handler shall have the ultimate authority to make the decision not to deploy the canine; however, a supervisor has the authority not to deploy the canine even if the handler thinks it is feasible to use a canine.
- B. Controlled substances detection. A narcotic detection trained canine may be used in accordance with law to:
 - 1. Assist in the search for controlled substances during search warrant service.
 - 2. Obtain a search warrant by using the detection capabilities of a canine in support of probable cause.
 - 3. Search vehicles, building, bags, and any other articles deemed necessary for controlled substances enforcement; however, a canine should not be used to search a person for controlled substances without extenuating circumstances.

21.12 REQUIRED REPORTS

- A. Whenever a canine is deployed a canine event shall be generated.
- B. If the canine discovers contraband or the canine causes property damage, an incident report shall be completed.
- C. If an accidental bite occurs, handlers will take the following steps:

1. Evaluate the person for injury and ensure that they receive prompt and appropriate medical attention.
2. Notify the shift supervisor.
3. Obtain photographs of the injury or non-injury. Photographs are only to be taken after the wound has been cleaned by medical personnel to show the actual injury. Photos should show the wound both after it was cleaned and after it was treated. All photographs of the bite shall be booked into evidence at the Department.
4. Obtain a statement from the person, if possible.
5. Notify the Canine Unit Sergeant.
6. Obtain witness statements, if possible.
7. Attempt to obtain consent for release of medical information from the person.

21.13 RESPONSIBILITIES OF MEMBERS

- A. Members are to use discretion when requesting a Canine Unit, making sure the call is appropriate for a canine and ultimately deferring to the handler's decision as to whether the call warrants a canine.
- B. If a Canine Unit is desired, but no Canine Unit is on duty, the shift supervisor shall be responsible for evaluating the request and making the determination as to whether a Canine Team is needed. Discretion should be used, taking into account the time needed to respond and the impact on the Canine Unit.
- C. The member in charge shall furnish all pertinent information, facts, and details of the call to the handler. The canine handler shall be responsible for determining whether the circumstances justify the use of the canine team and how they will deploy and will discuss the decision with the member in charge.
- D. At the scene of a canine event, members shall:
 1. Assist the Canine Team only as requested or ordered by a supervisor or the canine handler.
 2. If assigned as a backup, follow the handler's instructions.
- E. Canine Teams will not transport prisoners unless no other option exists.

21.14 MUTUAL AID REQUESTS FROM OTHER AGENCIES

- A. All requests by other agencies to utilize a Canine Team shall first be approved by the shift supervisor if the request is for service within Teton County, Wyoming.
- B. All other requests shall be approved by the Chief of Police. If the Chief or Operations Lieutenant is not available, the shift supervisor is authorized to make the decision.
- C. At all times while assisting other agencies, Canine Teams are governed by the policies of the Department.
- D. All public requests for a Canine Team shall be approved by the Canine Unit Supervisor or the Chief of Police prior to making any commitment.

21.15 CANINE INJURY

- A. In the event the canine becomes injured, as soon as the situation allows, the Canine Team will be relieved from further duties, and the canine will be immediately taken for treatment, or a veterinarian will be summoned to the scene if necessary. Officer safety shall remain paramount and should not be forsaken for the welfare of the canine.
- B. The Department will pay for all costs associated with a Department canine. However, any illness or injury stemming from improper care, use, or housing of the canine that requires medical treatment will be at the expense of the handler.

21.16 HANDLER INCAPACITATED

- A. In the event a canine handler becomes incapacitated and a canine is not contained, members should:
 - 1. Contact the Shift Supervisor as soon as possible.
 - 2. Follow the directions of the handler if they are conscious.
 - 3. Call someone capable of exercising control of the canine if the handler loses consciousness and the canine cannot be controlled. This may include another handler or trainer, an animal control officer, or a member of the handler's family.
 - 4. Destroy the canine only as a last resort and when the canine presents a danger to persons or other animals.

21.17 TRAINING AIDS UTILIZING CONTROLLED SUBSTANCES

- A. All controlled substances used as training aids will be stored in a locked area.
- B. A ledger will be maintained to document the type and quantity of training aids on hand within the Canine Unit. The location and quantity of all training aids will be known at all times. The ledger will remain secured in a locked storage area.
- C. Aids checked out by a handler will be the sole responsibility of the handler.
- D. Any aid lost or damaged due to training will be reported immediately. The report shall be in written form to the Canine Unit supervisor.
- E. Any aid lost or damaged due to suspected criminal activity shall be reported immediately and followed with a written offense report. The location of the incident shall be treated as a crime scene.
- F. Any loss of controlled substances will be reported to the U.S. Drug Enforcement Agency (DEA), by the Canine Unit supervisor, the next working day.

21.18 CANINE HANDLER VEHICLE

- A. Each handler will be assigned a vehicle for their exclusive use. Handlers are allowed to use them as follows:
 - 1. During the handler's normal tour of duty;
 - 2. Taking the canine to the veterinarian;
 - 3. Picking up dog food or other required canine equipment;
 - 4. Driving to work-related canine training;
 - 5. Any other work-related transportation.
- B. When the handler is away from his or her vehicle and the canine is in the vehicle, the vehicle shall be locked and appropriate ventilation will be provided.
- C. When operating the vehicle (on or off duty) handlers will be armed with their duty weapon, have handcuffs available, and have police identification, including a badge, with them.

21.19 DISMISSAL FROM THE CANINE UNIT

- A. Violation of the canine policy subjects the handler to dismissal from the Canine Unit or other Departmental review and action.

22.0 BIKE PATROL

22.01 UTILIZATION OF BIKE PATROL

- A. The Department utilizes bicycle patrol to facilitate a variety of law enforcement and crime prevention operations, to include animal control, parking enforcement, improving public relations, and building community partnerships.

22.02 TRAINING

- A. Members must receive appropriate police bicycle training prior to participation with bicycle patrol assignments.
- B. Initial Training:
 - 1. Selected members must attend and pass a nationally recognized and standardized basic police cycling course. At the discretion of the unit supervisor, in-house training by a certified bike officer may be substituted if the opportunity and/or funding is not available to members interested in bicycle patrol assignments.
 - 2. Members must spend a minimum of 12 hours riding with a certified bike officer before patrolling on their own. In-house training must be documented in a training SSR.

22.03 SELECTION PROCESS

- A. Members must have a minimum of one (1) year of patrol experience before being considered for bicycle patrol.
- B. Members must be in good standing with the Department, possess good work habits, and professionally represent the Department.
- C. Members who are interested in participating in bicycle patrol should notify their Sergeant of their interest. The Sergeant will notify the Chief of Police, who will make the final determination.

22.04 EQUIPMENT

- A. Members are expected to inspect and maintain their equipment to ensure that it is in proper working order.
- B. Members will be provided a Department issued bike.
- C. Members are expected to wear a Department issued bike uniform, to include a helmet and eye gear.
- D. All bikes should be equipped with legally mandated lights and reflective equipment.

22.05 BIKE PATROL

- A. Bike patrol should be conducted in a safe manner, riding in compliance with the law, and using standard procedures for making contact with the public.
- B. While patrolling on sidewalks, members must be alert to pedestrians, recognizing that they have the right-of-way.
- C. Members should give an audible warning of their approach from the rear when practical.
- D. Members should maintain reasonable speeds and caution on sidewalks.
- E. Members should not take unnecessary risks.
- F. When staffing allows, members are encouraged to patrol neighborhoods, bike paths, and the downtown area on bikes.

22.06 ENFORCEMENT CONTACTS

- A. When possible, members shall notify dispatch of all potential enforcement contacts, to include the members exact location. Members may initiate traffic stops, giving particular attention to motorist and officer safety.
- B. Members should identify themselves during the stop and display their identification if requested.
- C. Marked patrol units should be requested where appropriate to provide emergency lighting and cover from traffic.
- D. In arrest situations, members shall request a motorized transport unit for the arrestee.

23.0 DRUG RECOGNITION EXPERT

23.01 UTILIZATION OF DRE

- A. A Drug Recognition Expert (DRE) for the Department will conduct a detailed, diagnostic examination of persons arrested or suspected of drug-impaired driving or other similar offenses. Based on the results of the drug evaluation, the DRE forms an opinion on the following:
 - 1. Is the person impaired?
 - 2. Is the impairment due to an injury, illness, or other medical complication, or is it drug-related?
 - 3. Which category or combination of categories of drugs is the most likely source of the impairment?
- B. Upon approval of a Supervisor, a DRE for the Department may be called to the scene of any investigation to serve as a subject matter resource for other law enforcement, when persons under investigation are suspected of drug-impairment. DREs can monitor the investigation and give feedback to assist law enforcement on the following:
 - 1. Is the person impaired?
 - 2. Is the impairment due to an injury, illness, or other medical complication, or is it drug-related?
 - 3. Which category or combination of categories of drugs is the most likely source of the impairment?

23.02 CONTROLLED ENVIRONMENT

- A. DREs should conduct their evaluations in a controlled environment, typically where suspects are transported after arrest. The drug evaluation is not normally done at roadside and is typically a post-arrest procedure.

23.03 THE DRUG INFLUENCE EVALUATION

- A. The DRE drug evaluation takes approximately one hour to complete. The DRE evaluates and assesses the person's appearance and behavior. The DRE also carefully measures and records vital signs and makes precise observations of the person's automatic responses and reactions.
- B. The DRE also administers carefully designed psychophysical tests to evaluate the person's judgment, information processing ability, coordination, and various other characteristics. The DRE will systematically consider everything about the person that could indicate impairment from drugs.

23.04 CALL OUT PROCEDURE

- A. Calling out a DRE should be approved by a supervisor and should be in accordance with all other Departmental and Town of Jackson "call out" policies and procedures.

24.0 ELECTRIC MOTORCYCLE PROGRAM

24.01 PURPOSE

- A. The primary purpose of the Motorcycle Program is to promote communication and public relations and to reduce crime and traffic accidents through high visibility patrol, including citizen interaction, traffic enforcement, special event escorts, traffic control, and special assignments.
- B. The Motorcycle Program shall be operated with the highest possible level of professionalism and staffed with highly trained members.

24.02 GOAL

- A. It is the goal of the Motorcycle Program for motor officers to maintain the highest levels of skill, courtesy, and safety at all times.

24.03 INITIAL MOTORCYCLE PROGRAM ENTRY

- A. Interested members shall submit a letter of interest to the Operations Lieutenant.
- B. The Motorcycle Program Supervisor will evaluate applicants for their suitability to participate and the applicant's ability to complete a basic police motor officer training course as approved by the Department. Applicants must be in good standing with the Department before being considered for participation in the program and must come with positive recommendations from the sergeants for participation in the program. Applicants must also possess a state "motorcycle" endorsement on their license.
- C. Motor officers will be selected based upon Departmental needs and the Department's ability to train the applicants in motorcycle operation. Some applicants may not be immediately selected for participation but could remain on an eligibility list until selected to participate.

24.04 MOTORCYCLE USE RESTRICTIONS

- A. No department member shall operate, move, or otherwise tamper with a Department motorcycle unless duly trained and authorized by the Motorcycle Program Supervisor.
- B. Motor officers shall not allow untrained persons to operate Departmental motorcycles. Possession of a motorcycle endorsement does not constitute proper training or authorization.

24.05 REQUIRED MOTORCYCLE INSPECTIONS

- A. Prior to and following each patrol, motor officers shall inspect their assigned motorcycle for cleanliness and proper mechanical function, in accordance with their training.
- B. Any damage discovered, or malfunction shall immediately be reported to a supervisor.
- C. The motor officer assigned to the motorcycle shall report the need for any service that may create a safety concern and shall not use the motorcycle if found to be defective.
- D. The Motorcycle Program Supervisor or his/her designee shall conduct a monthly inspection of all motorcycles, utilizing a Motorcycle Inspection form.

24.06 GENERAL MAINTENANCE AND CLEANING

- A. Scheduled Maintenance – It shall be the responsibility of each motor officer to inform the Motorcycle Program Supervisor when necessary maintenance is due for the motorcycle.

1. The Motorcycle Program Supervisor and the TOJ Fleet Manager, or their designee, shall arrange for the required service as needed.
 2. The TOJ Fleet Manager, or their designee, shall maintain a record of maintenance, service, and other mechanical duties performed on each motorcycle.
- B. Daily Cleaning
1. Every effort shall be made to ensure the motorcycles are clean before being placed into service.
 2. Cleaning supplies will be made available and stored in a designated locker in the Department parking garage
 3. All motors shall be left plugged in to re-charge the battery when not in use.
- C. Recharging
1. At the end of each shift, the motorcycle shall be plugged in to a charging outlet at a designated location within the Department parking garage.
 2. The charging cord for the motorcycle shall be stored at all times with the vehicle.

24.07 TOWING AND/OR TRANSPORT OF MOTORCYCLES

- A. Motorcycles shall be towed by the wrecker service under contract with the designated tow company.
- B. The wrecker service shall be notified that a motorcycle is “out of service” and only a flatbed or other wrecker capable of towing a motorcycle may be utilized.
- C. The Department may authorize the use of a “motorcycle trailer” if one is available.
 1. The motorcycle trailer may be utilized only by members trained in its use, including proficiency in safely and properly tying down of the motorcycle.
 2. The Motorcycle Program Coordinator shall maintain a record of members authorized to operate or use a motorcycle trailer.

24.08 REQUIRED GEAR AND EQUIPMENT

- A. Protective Equipment- Motor officers shall wear the following protective equipment at all times while on motorcycle duty:
 1. Helmet
 2. Safety glasses or visor mounted protection
 3. Gloves
 4. Duty boots, no shoes.
- B. Secondary Hat - Motor officers may wear issued Department baseball style cap as a secondary hat while outside for extended periods of time during the course of special details, accidents, etc., when wearing a helmet is not practical. The helmet should not be worn except while operating the motorcycle and during traffic stops. Otherwise, the baseball style cap shall be worn when not in the immediate vicinity of the motorcycle.
- C. Necessary Equipment - Motor officers shall ensure that their assigned motorcycle is equipped at all times with the following items:
 1. Flashlight
 2. Jacket
 3. LIDAR
 4. First aid kit
 5. Clipboard with supply of necessary forms
 6. Ticket book and statute/ordinance reference guide
 7. These items should be distributed between two (2) saddle bags keeping in mind the necessity of keeping the motorcycle “in balance” as much as possible.

24.09 MOTORCYCLE CALL NUMBERS

- A. In order to avoid confusion between the motor units and patrol cars, the Department shall advise the on-duty dispatcher of their status as a motor's officer. This will assist the dispatch center in filtering the types of calls appropriate for a motor officer to respond to.

24.10 ASSIGNMENTS

- A. Motor officers will be assigned by the supervisor of the day as appropriate.
 - 1. Motor officers may be assigned to an area, special detail, or as a traffic enforcement unit at the discretion of the shift supervisor.
 - 2. Motor officers may be assigned to patrol duties.

24.11 HEALTH RESTRICTIONS

- A. Should a motor officer become aware of any health condition, which may adversely affect their safe operation of a motorcycle, they shall immediately:
 - 1. Notify the duty supervisor.
 - 2. Discontinue operation of the motorcycle.
- B. The motor officer shall not be allowed to operate a department motorcycle again until both of the following criteria are met:
 - 1. An approved physician has cleared the motor officer (a doctor's note shall be required to resume duty).
 - 2. The Operations Lieutenant has authorized the motor officer to resume active status within the motorcycle unit.

24.12 WEATHER

- A. The Department recognizes that weather conditions may affect the ability to perform police duties on a motorcycle. Therefore, the following weather-related guidelines are established:
 - 1. Temperature - Outdoor temperatures below 40 degrees or above 90 degrees Fahrenheit may cause discomfort or additional fatigue when riding a motorcycle, particularly at higher temperatures. Motor officers shall not be permitted to ride motorcycles when outdoor temperatures are outside this range.
 - 2. Inclement Weather - During inclement weather (such as storms, heavy rain, lightning, high winds, snow, ice etc.), it shall be mandatory to discontinue motorcycle patrol and return to vehicle patrol.
 - a. In the event of a sudden and severe weather event the motor officer should take immediate cover at the nearest safe location and not resume use of the motorcycle until safe to do so.
 - b. Motor officers shall be reassigned to vehicle patrol or other duties until the weather improves and becomes safe to continue.

24.13 ROAD SUPERVISION

- A. Shift supervisors should conduct road supervision to monitor activities of motor officers while they are on duty.

24.14 TRAFFIC ENFORCEMENT

- A. Police motorcycles are NOT high-speed enforcement vehicles.

- B. Motor officers are expected to enforce traffic and criminal violations, take accident and other types of reports, and perform the patrol duties inherent with patrol assignments.
- C. In as much as motorcycles do not provide the protection afforded full-size patrol cars, consideration must be given to the timing and location of contemplated enforcement actions, such as busy roadways where it would be unsafe to stop a motorist. Motor officer Safety is paramount during any enforcement effort.
 - 1. If a motor officer is stopping a vehicle where there is a high probability of arrest, (DWUI, suspended driver, warrants, etc.) a police patrol vehicle should be dispatched to assist as soon as possible.
 - 2. Motor officers shall not engage in solo traffic enforcement on excessively busy roadways where it would be unsafe to do so.
 - 3. When riding in pairs, it is necessary to designate a “primary” motor officer.
 - a. It is the role of the primary motor officer to call out the details of the ride.
 - b. Use hand signals with loud and clear directions to facilitate the safe operation on the motors traveling in tandem.
 - c. The motor officers shall decide beforehand who shall be the primary motor officer.
 - d. The secondary motor officer shall be mindful of the primary motor officer’s direction unless extreme exigent circumstances arise which require the secondary motor officer to address an immediate area of concern or emergency.
 - e. When conducting speed enforcement, it is recommended that one motor officer measure the speed and the second motor officer effect the traffic stop or work in tandem with patrol vehicles.

24.15 USE OF SPEED MEASURING DEVICES

- A. Motorcycles may be equipped with speed measuring devices for traffic safety enforcement.
- B. Motor officers may use the devices in conjunction with a second motor officer or a patrol car.
- C. Due care and diligence shall be maintained when motor officers are utilizing this equipment during motorcycle operation.
- D. Motor officers shall use good discretion and judgment in working traffic enforcement and not over enforce any particular zone or street but only work an area long enough to correct poor driving situations or until the problem is remedied.

24.16 VEHICLE PURSUITS AND GENERAL OPERATION

- A. Motor units are NOT authorized to participate in vehicle pursuits due to safety concerns for the motor officer.
- B. Motor officers shall NOT ride the motorcycle off-road, cross over curbs, through standing water, in muddy conditions, or when it is likely that icy may be forming on the roadways unless absolutely necessary to do so.
- C. Motor officers shall promote the program from a community policing perspective and work to build trusting relationships with the motoring public. Special consideration must be given to prevent unwanted public relations concerns. Motor officers should help promote the program by advising citizens of the benefits of a 100% electric patrol vehicle with operational costs estimated at 1¢ per mile of operation.

- D. Motor officers shall not ride the motorcycle in a careless or reckless manner under any circumstances or at speeds that would be considered careless or reckless.
- E. Passengers are NOT authorized to be transported on motorcycles.
- F. The headlight on the motorcycle shall be utilized at all times during operation unless being utilized for an assignment that requires a stealth approach and pre-approved by the supervisor in charge of the assignment.
- G. Motor officers shall utilize body mounted/ and or motorcycle mounted cameras during traffic stops while working motorcycle patrol.
- H. Motorcycle helmets issued to the motor officer shall be kept in good working order/condition and accompany the motor officer when leaving the immediate vicinity of the motorcycle.
- I. Motor officers are expected to obey all vehicle related policies and procedures of the Department, as well as Wyoming State traffic laws, and local ordinances.

24.17 TRAINING

- A. Motor officers must pass a Department approved training course. Motor officers must pass with a minimum score of 75% or higher.
- B. Motor officers shall be required to attend and complete a refresher training every year conducted by a current Department instructor(s).
 - 1. Refresher training shall consist of completing a Department approved course of 4 hours or more, as established by the Motorcycle Instructor.
 - 2. The refresher training shall take place in the spring season, no later than May 31st, at the direction of the Motorcycle Program Supervisor.
 - 3. Motor officers who do not complete the refresher training shall be placed on "inactive status."
 - 4. Motor officers on "inactive status" shall not be allowed to resume motor duty until completion of the refresher training, and approval of the Operations Lieutenant.
- C. Motor officers must maintain a high degree of skill; therefore, the Motorcycle Program shall also conduct regular training sessions during the riding season as deemed necessary.
 - 1. Training sessions shall consist of 2 hours of training during the riding season (May 1st through September 30th).
 - 2. The Motorcycle Program Supervisor shall coordinate the training schedule, with the training to be conducted by the Motorcycle Unit Instructor.
 - 3. Motor officers who fail to meet training requirements or fail to demonstrate an acceptable skill level, shall be placed on "inactive status" until the motor officer demonstrates an acceptable skill level to the Motorcycle Program Supervisor.
 - 4. The Operations Lieutenant shall maintain records of all motorcycle training.

24.18 SAFETY MOTOR OFFICER

- A. During training, the Motorcycle Program Supervisor, or their designee, shall designate a "Safety Motor Officer."
- B. During training, the Motorcycle Program Supervisor, or their designee, shall designate a "Safety Motor Officer."
- C. The Safety Motor Officer's duties shall consist of, but not be limited to the following:
 - 1. Have a police radio and cell phone during training exercises to report injuries or summon medical assistance if necessary.

2. Observe the training layout and design and be mindful of hazards or other potential problems and discourage dangerous maneuvers that could injury the motor officer or the equipment.
3. Call out immediately, any area of concern regarding a safety/training related issue.
4. Make sure a first aid kit is available during the session.
5. Observe the training in-progress and monitor the safe execution of the training exercises.

25.0 IN CRISIS OR MENTALLY ILL INDIVIDUALS

25.01 PURPOSE

- A. This policy is to provide guidance to members when responding to or encountering situations involving persons displaying behaviors consistent with crisis or mental illness.
- B. Responding to situations involving individuals who are reasonably believed to be in crisis or to be affected by mental illness carries potential for violence; requires an officer to make difficult judgments about the intent of the individual and mental state; and necessitates the use of special skills, techniques, and abilities to effectively and appropriately resolve the situation, while avoiding unnecessary violence and potential civil liability.

25.02 GOALS

- A. The goal shall be to de-escalate the situation safely for all individuals involved when reasonable, practical, and consistent with established safety priorities. In the context of involuntary detention, members shall be guided by Title 25 of Wyoming State Statutes. Members shall use this information to assist them in determining whether a person's behavior is indicative of a crisis or mental illness and to provide guidance, techniques, and resources so that the situation may be resolved in as constructive and humane a manner as possible.

25.03 DEFINITIONS

- A. *Crisis*: An individual's emotional, physical, mental, or behavioral response to an event or experience that results in trauma. A person may experience crisis during times of stress in response to real or perceived threats and/or loss of control and when normal coping mechanisms are ineffective. Symptoms may include emotional reactions such as fear, anger, or excessive giddiness; psychological impairments and potentially even psychosis; physical reactions like vomiting/stomach issues, headaches, etc.; and/or behavioral reactions including the trigger of a "fight or flight" response. Any individual can experience a crisis reaction regardless of previous history of mental illness.
- B. *Mental Illness*: An impairment of an individual's normal cognitive, emotional, or behavioral functioning, caused by physiological or psychosocial factors. A person may be affected by mental illness if he or she displays an inability to think rationally (e.g., delusions or hallucinations); exercise adequate control over behavior or impulses (e.g., aggressive, suicidal, homicidal, sexual); and/or take reasonable care of his or her welfare with regard to basic provisions for clothing, food, shelter, or safety.

25.04 PROCEDURES

- A. Recognizing Abnormal Behavior
 - 1. Members are not expected to diagnose emotional or mental conditions, but rather to recognize behaviors that are indicative of persons in crisis or affected by mental illness, with special emphasis on those that suggest potential violence and/or danger.
 - 2. The following are generalized signs and symptoms of behavior that may suggest crisis or mental illness, although members should not rule out other potential causes such as reactions to alcohol or psychoactive drugs of abuse, temporary emotional disturbances that are situational, or medical conditions.

- a. Strong and unrelenting fear of persons, places, or things. Extremely inappropriate behavior for a given context.
- b. Frustration in new or unforeseen circumstances; inappropriate or aggressive behavior in dealing with the situation.
- c. Abnormal memory loss related to such common facts as name or home address (although these may be signs of other physical ailments or disease).
- d. Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur or paranoid delusions.
- e. Hallucinations of any of the five senses.
- f. The belief that one suffers from extraordinary physical maladies that are not possible.

B. Assessing Risk

- 1. Most persons in crisis or affected by mental illness are not dangerous and some may only present dangerous behavior under certain circumstances or conditions.
- 2. Members may use several indicators to assess whether a person who reasonably appears to be in crisis or affected by mental illness represents potential danger to themselves, the member, or others. These include the following:
 - a. The availability of any weapons.
 - b. Statements by the person that suggest that he or she is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendo to direct threat that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.
 - c. A personal history that reflects prior violence under similar or related circumstances.
 - d. The amount of self-control that the person shows, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of self-control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Begging to be left alone, or offering frantic assurances that one is all right, may also suggest that the individual is close to losing control.
 - e. The volatility of the environment is a particularly relevant concern that members must continually evaluate. Agitators that may affect the person or create a particularly combustible environment or incite violence should be taken into account and mitigated.
- 3. Failure to exhibit violent or dangerous behavior prior to the arrival of the member does not guarantee that there is no danger.
- 4. An individual affected by emotional crisis or mental illness may rapidly change their presentation from calm and command-responsive to physically active. This change in behavior may come from an external trigger or from internal stimuli (delusions or hallucinations). A variation in the person's physical presentation does not necessarily mean he or she will become violent or threatening, but members should be prepared at all times for a rapid change in behavior.

C. Response to Persons in Crisis or Affected by Mental Illness

- 1. If the members determines that an individual is exhibiting symptoms of being in crisis or mental illness and is a potential threat to themselves, the member, or others, the following responses should be considered:
 - a. Request a backup officer if one is not already present.

- b. Take steps to calm the situation.
 - (1) Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet nonthreatening manner when approaching or conversing with the individual.
 - (2) Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.
 - (3) Members should operate with the understanding that time may be an ally and generally there is no need to rush or force the situation.
 - c. Provide reassurance that you are there to help and that the person will be provided with appropriate care.
 - d. Communicate with the individual in an attempt to determine what is bothering him or her.
 - (1) If possible, speak slowly and use a low tone of voice. Relate concern for the person's feelings and allow the person to express feelings without judgment.
 - (2) Where possible, gather information on the individual from acquaintances or family members and/or request professional assistance from a counselor if available and appropriate.
 - e. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the individual back to reality.
 - f. Always attempt to be truthful with the individual.
 - (1) If the person becomes aware of a deception, he or she may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.
 - (2) In the event an individual is experiencing delusions and/or hallucinations and asks the member to validate these, statements such as "I am not seeing what you are seeing, but I believe that you are seeing (the hallucination, etc.)" is recommended.
 - (3) Validating and/or participating in the individual's delusion and/or hallucination is not advised.
 - g. Request assistance from individuals with specialized training in dealing with crisis situations or mental illness (e.g., Jackson Hole Community Counselling Center).
- D. Taking Custody or Making Referrals to Mental Health Professionals
 - 1. Based on the totality of the circumstances and a reasonable belief of the potential for violence, the officer may provide the individual and/or family members with referral information on available community mental health resources, or detain the individual per guidelines of Title 25 in order to seek an involuntary emergency evaluation. For further direction on Emergency Mental Health Detentions see JPD OPERATIONS 9.15.
 - 2. Offer mental health referral information to the individual and or/family members when the circumstances indicate that the individual is not a danger to themselves or others.
 - 3. Continue to use de-escalation techniques and communication skills to avoid provoking a volatile situation once a decision has been made to detain the individual.

26.0 FIREARMS

26.01 PURPOSE

- A. The purpose of this policy to provide members with guidelines associated with the use, maintenance, and safety of Department authorized firearms and the qualification requirements related to firearms.

26.02 POLICY

- A. It is the policy of this Department that members shall adhere to the requirements established herein in order to ensure the safe handling and use of firearms.

26.03 DEFINITIONS

- A. *Authorized Firearm*: Any make, model, or caliber of firearm that meets this Department's designated requirements and specifications, which has been formally approved by the Chief of Police for use by sworn law enforcement members. This includes primary service handguns, backup handguns, shotguns, and rifles used for law enforcement purposes.
- B. *Primary Service Handgun*: The firearm authorized by this Department to be carried as part of the service uniform and related equipment for uniformed members or the authorized firearm to be carried by plainclothes members unless one of the authorized alternates is authorized.
- C. *Backup Handgun*: Any authorized handgun other than the primary service handgun that is carried in a concealed manner.
- D. *Firearms Qualification*: Periodic testing required of members to determine their competency to carry authorized firearms.
- E. *Rangemaster*: Any qualified firearms instructor assigned by the Department.
- F. *Senior Rangemaster*: Rangemaster designated by the Chief of Police to oversee the Department's firearms program.

26.04 PROCEDURES

- A. General Provisions
 - 1. Members shall only carry authorized firearms when on-duty.
 - 2. Members shall carry their badge and Department identification while armed and on-duty.
 - 3. Only ammunition that has been approved by this Department shall be used in authorized firearms.
 - 4. Only sworn members who have successfully passed firearms qualification and the WLEA, or its equivalent, shall be authorized to carry a firearm on-duty.
- B. Primary Service Handgun
 - 1. The primary service handgun designated for this Department is the Model Glock 19.
 - 2. The primary service handgun shall be carried in accordance with the uniform and related requirements and as otherwise specified by this policy.
 - a. There may be instances when members are unable to show proficiency with the issued Model 19 or the Department's Senior Rangemaster determines the Model 19 does not suitably fit a member and alternate model will be chosen for the member by the Department. In such an instance, an authorized alternate may be issued to the member and an

associated holster, and magazine pouch will also be provided by the Department.

- b. A member issued the Glock 19 as their primary service handgun, may choose to carry an authorized alternate with the permission of the Operations Lieutenant and Senior Rangemaster provided that:
 - (1) The member be responsible for the purchase of the firearm as well as the associated holster and magazine pouch.
 - (2) The firearm be equipped with approved sights.
 - (3) The weapon be inspected by a Department armorer prior to on-duty use.
- c. Authorized alternate service handguns are as follows:
 - (1) Full-sized or compact Glock model handguns chambered in 9mm, or .45 auto, with a barrel length of no less than 3.8" barrel and no greater than 5.5." The handgun must contain original parts from the manufacture with a trigger pull of no less than 5 lbs.
 - (2) No other makes or calibers are authorized for on-duty carry.
- d. Members on special assignment, training, or members with an articulable need may request authorization from a sergeant to carry alternate service firearms, backup firearms, or alternate ammunition on an ongoing or periodic basis.

C. Rifles

- 1. Only Department issued rifles will be used for on-duty use.
- 2. The designated patrol rifle for this Department is an AR-15 variant chambered for 5.56/.223.
- 3. Patrol rifles shall be carried in a secure rack as provided in patrol vehicles, in a "patrol-ready" state – chamber empty, safety off, and trigger depressed unless it is not practical to do so.
- 4. If the rifle was issued with a suppressor, it should not be removed except for cleaning and maintenance.
- 5. Rifles used by the Police Marksman/Observer Team will be governed under policy 15.0.

D. Shotguns

- 1. Only Department issued shotguns will be used for on-duty use.
- 2. The designated shotgun for this Department is the 12 gauge, Remington 870.
- 3. Shotguns shall be carried in a secure rack as provided in patrol vehicles, in a "patrol-ready" state – chamber empty, safety off, and trigger depressed unless it is not practical to do so.
- 4. Shotguns shall only be used with less-lethal ammunition authorized and issued by this Department and no other shotgun ammunition shall be kept in the vehicle or on the member's person.

E. Backup Firearms

- 1. Sworn members are permitted to carry backup firearms, provided:
 - a. Each member who chooses to carry a backup firearm must receive specific written authorization from the Chief of Police. That authorization shall include a full description, including serial number, make, model and caliber of the weapon intended to be carried.
 - b. Reasonable efforts must be made to carry the backup weapon in a concealed and secure manner.

- c. Members shall qualify with their backup weapon prior to carrying it and annually thereafter.

F. Off-Duty Firearms

1. Members are encouraged to carry an authorized firearm while off-duty, but are not required to do so except when in uniform or when operating a marked patrol vehicle whether on or off-duty.
2. Reasonable efforts should be made to carry the off-duty firearm in a concealed and secure manner.
3. When armed and off-duty, members are encouraged to carry their badge and agency identification.

G. Firearms Qualifications

1. All members authorized to carry firearms shall be required to qualify with each authorized firearm on an annual basis. Quarterly qualification is a desirable objective.
2. All members shall qualify according to the WLEA qualification guidelines with a minimum score of 80% in four (4) attempts.
 - a. All members are expected to arrive at range qualifications with ballistic vest, eye protection, and ear protection.
 - b. All members shall clean their weapons as soon as is practical following each range.
3. All members who fail to qualify, shall meet the following requirements within 30 days:
 - a. Receive remedial firearms training.
 - b. Successfully pass the WLEA qualification with a minimum score of 80% in four (4) attempts.
4. The Senior Rangemaster will notify the Operations Lieutenant in the event that any member fails to qualify after having received remedial training.
 - a. Additional attempts will be allowed at the discretion of the Operations Lieutenant.
5. Any member who fails to qualify with a firearm that is not required for the member's duty assignment shall not be permitted to carry that firearm on-duty.
6. Members shall be issued fresh duty ammunition in the specified quantity for their firearms during the member's first scheduled qualification each year. When needed in accordance with established policy, the armorer shall dispense replacements for defective or depleted ammunition.
7. Members shall be required to qualify with their primary service handgun and additional firearms (as appropriate) following return to duty after a leave of absence when it reasonably appears necessary or if they have missed their qualification date.
8. Pregnant members shall notify the department if they are pregnant. They shall be informed of the potential risks to the fetus associated with lead and noise toxicity during firearms qualification. Should the member choose to qualify, the Department shall take such precautionary measures reasonably possible to reduce potential contamination from these sources.

H. Firearms Modifications

1. Modifications to any Department authorized firearm that alter the weapon's function and appearance are not authorized. The Senior Rangemaster may authorize the following items without violating this policy:

- a. Grip covers for pistols
 - b. Items classified as, "Furniture," for patrol rifles
 - c. Slings
 - d. Non-magnified optics
 - e. Lights
 2. Defective, unsafe, or unauthorized firearms shall be reported to any Department armorer and that information relayed to a Department Rangemaster.
 3. Repairs or alterations to agency-authorized firearms shall be made only by an armorer employed or authorized by this Department.
 4. Authorized firearms shall be maintained in a clean and safe operating condition and shall be inspected annually, and at periodic intervals, as determined by the Department Rangemasters.
- I. Firearms Safety
1. Members shall not carry a firearm when on or off-duty if they are mentally or physically impaired to a degree they are unable to safely handle and operate the weapon.
 2. Members shall report, in writing, to their immediate supervisor any use of prescription drugs or other medication or any physical ailment or injury that they reasonably believe could impair their ability or judgment to use a firearm while on-duty.
 3. Members shall take reasonable precautions to store their authorized firearms when off-duty so they are not accessible to unauthorized persons.
 - a. Shotguns and rifles may remain secured in racks in patrol vehicles unless the member reasonably believes they are not safe there; in which case, the member shall take reasonable precautions to secure them so they are not accessible to unauthorized persons.
 4. Members are encouraged to store their personal weapons so they are not accessible to unauthorized persons. Members shall be responsible for the safe storage of their authorized and personally owned firearms when not in their personal possession.
 5. All authorized firearms shall be carried in a safe and secure manner as authorized by this Department.
 - a. Uniformed patrol shall carry the primary service handgun in a level 2 holster at minimum.
 - b. Level 1 holsters are authorized for concealed backup handguns, detectives, or plain clothes assignments or training.
 6. Removal of firearms from their holster or other carrying devices for a purpose other than an authorized purpose—such as tactical use, training and qualification, inspection, or cleaning and maintenance—is prohibited. Any careless or unprofessional use or display of a firearm shall constitute grounds for discipline or termination.
 7. Firearms shall not be permitted in the secure areas of the Teton County Detention Center's booking, holding, or general population areas unless authorized by the Sheriff, or their designee, pursuant to Wyo. Stat. Ann. § 6-5-209(a).
 8. Each year during firearms qualification, the range master should provide members with refresher training, and additional information as available, concerning firearms safety and this policy.