

West Lafayette Police Department

Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

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

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

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

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

West Lafayette Police Department

Policy Manual

GOALS, OBJECTIVES AND MISSION

I. Purpose: This order establishes the goals and objectives for the West Lafayette Police Department.

II. Policy: All department personnel, sworn and nonsworn, will strive individually and as a team to achieve the goals and objectives established.

III. The Order:

A. Values

1. The West Lafayette Police Department has been entrusted with duties and responsibilities to preserve, protect and defend people and property and maintain social order. This public trust mandates that all members exemplify the highest standard of conduct both on and off duty.
2. Department members shall uphold all laws and function in an ethical, courteous, impartial and professional manner while respecting the rights and dignity of all persons.

B. Mission

1. WLPD is committed to do our best and remain flexible as we provide professional law enforcement services in a manner that is fair, courteous, and impartial.

C. Goals

1. The West Lafayette Police Department shall:
 - a) Maintain the highest standards of professional excellence.
 - b) Deter criminal activity and seek, detect, and arrest offenders of the law.
 - c) Enhance traffic safety, deter motor vehicle crashes, and enforce the Indiana State Vehicle Code, and West Lafayette City Ordinances.
 - d) Maximize compliance with state laws and city ordinances.
 - e) Provide support services to meet law enforcement and emergency needs.
 - f) Provide 24-hour services to people within the City of West Lafayette.
 - g) Provide the expertise and resources to educate the public in life safety and crime prevention.

D. Philosophy of Leadership

West Lafayette Police Department

Policy Manual

Goals, Objectives and Mission

1. The philosophy of the department is to create an organizational environment in which our mission is realized through excellence in leadership. This environment is created through implementing our mission statement in the following manner:

- a) A positive attitude and a desire for action-Optimistic commitment to our mission and goals which is demonstrated by constantly searching for opportunities to improve the department.
- b) Hands-on-leadership-Remaining close to the essential activities of the agency and to the people who perform them.
- c) Professionalism and dedication-Providing reinforcement and support to those individuals who offer contributions to a work environment that reflects dedication to departmental values.

E. Coordination

1. Our leaders serve the department when they create an enthusiastic and dedicated commitment within their fellow employees toward accomplishing our mission through:

- a) Success through people-Promoting the desire in all departmental members to put forth their best effort by recognizing and celebrating their individual contributions.
- b) Synergism of action-Recognizing that more can be accomplished when individual actions are taken cooperatively rather than separately.

F. Delivery

1. The primary responsibility of our leaders is providing law enforcement and support services to the people they serve through:

- a) Quality of service-Acknowledging the needs of those we serve and demonstrating a willingness to be of service.
- b) Commitment to responsibility-Ensuring that all members of the department understand the importance of their individual roles to the accomplishment of the department's mission.

West Lafayette Police Department
Policy Manual

Table of Contents

| | |
|---|------------|
| Law Enforcement Code of Ethics | 1 |
| Goals, Objectives and Mission | 2 |
| Chapter 1 - Law Enforcement Role and Authority | 10 |
| 100 - Law Enforcement Authority | 11 |
| 101 - Chief Executive Officer | 13 |
| 102 - Oath of Office | 14 |
| 103 - Policy Manual | 15 |
| 104 - Geographical and Jurisdictional Boundaries/Inter-Local Agreements | 18 |
| Chapter 2 - Organization and Administration | 21 |
| 200 - Organizational Structure and Responsibility | 22 |
| 201 - Job Descriptions | 25 |
| 202 - Departmental Directives | 78 |
| 203 - Emergency Operations Plan | 80 |
| 204 - Training | 82 |
| 205 - Electronic Mail | 86 |
| 206 - Supervision Staffing Levels | 88 |
| 207 - Retired Officer Identification Card | 89 |
| 208 - Police Officer Retirement Entitlements | 92 |
| 209 - License to Carry a Handgun | 93 |
| 210 - Budget Management | 96 |
| 211 - Memorandum of Understanding | 97 |
| Chapter 3 - General Operations | 100 |
| 300 - Use of Force | 101 |
| 301 - Handcuffing and Restraints | 108 |
| 302 - Control Devices | 113 |
| 303 - Conducted Energy Device | 119 |
| 304 - Officer-Involved Shootings and Deaths | 125 |
| 305 - Firearms | 131 |
| 306 - Vehicle Pursuits | 141 |
| 307 - Foot Pursuits | 154 |
| 308 - Officer Response to Calls | 157 |
| 309 - Canines | 161 |
| 310 - Domestic or Family Violence | 171 |
| 311 - Search and Seizure | 177 |
| 312 - Child Abuse | 180 |
| 313 - Adult Abuse | 185 |
| 314 - Discriminatory Harassment | 189 |
| 315 - Missing Persons | 194 |
| 316 - Public Alerts | 200 |
| 317 - Victim and Witness Assistance | 204 |

West Lafayette Police Department

Policy Manual

| | |
|--|------------|
| 318 - Bias Crimes | 205 |
| 319 - Standards of Conduct | 207 |
| 320 - Information Technology Use | 215 |
| 321 - Department Use of Social Media | 218 |
| 322 - Report Preparation | 220 |
| 323 - Media Relations | 222 |
| 324 - Subpoenas and Court Appearances | 225 |
| 325 - Outside Agency Assistance | 227 |
| 326 - Registered Sex Offender Verification | 229 |
| 327 - Death Investigation | 230 |
| 328 - Limited English Proficiency Services | 232 |
| 329 - Communications with Persons with Disabilities | 234 |
| 330 - Chaplains | 241 |
| 331 - Public Safety Video Surveillance System | 244 |
| 332 - Child and Dependent Adult Safety | 247 |
| 333 - Service Animals | 250 |
| 334 - Volunteer & Internship Program | 253 |
| 335 - Off-Duty Law Enforcement Actions | 256 |
| 336 - Ceremonial & Flag Etiquette | 258 |
| 337 - Distraction Devices | 261 |
| 338 - Facility Security/Security System/Parking | 263 |
| 339 - After Hours/Employee Recall Notification | 266 |
| 340 - Knox Box Use | 267 |
| Chapter 4 - Patrol Operations | 268 |
| 400 - Patrol | 269 |
| 401 - Racial or Bias-Based Profiling | 271 |
| 402 - Crime and Disaster Scene Integrity | 273 |
| 403 - Special Response & Negotiation Teams | 275 |
| 404 - Ride-Alongs | 283 |
| 405 - Hazardous Material Response | 286 |
| 406 - Hostage and Barricade Incidents | 289 |
| 407 - Response to Bomb Calls | 293 |
| 408 - Crisis Intervention Incidents | 298 |
| 409 - Involuntary Detentions | 302 |
| 410 - Summons and Release | 305 |
| 411 - Foreign Diplomatic and Consular Representatives | 307 |
| 412 - Active Shooter/Rapid Response and Deployment | 311 |
| 413 - Immigration Violations | 314 |
| 414 - Aircraft Accidents | 317 |
| 415 - Field Training | 320 |
| 416 - Air Support | 327 |
| 417 - Contacts and Temporary Detentions | 328 |
| 418 - Shift Supervisors | 331 |
| 419 - Mobile Audio/Video | 332 |
| 420 - Mobile Data Terminal Use | 335 |
| 421 - Body Worn Cameras/Portable Audio/Video Recorders | 338 |

West Lafayette Police Department

Policy Manual

| | |
|---|------------|
| 422 - Public Recording of Law Enforcement Activity | 341 |
| 423 - Homeless Persons | 343 |
| 424 - Medical Aid and Response | 345 |
| 425 - First Amendment Assemblies | 350 |
| 426 - Suspicious Activity Reporting | 357 |
| 427 - Civil Disputes | 359 |
| 428 - School Resource Officers | 362 |
| 429 - Escorts | 364 |
| 430 - Fireworks Enforcement | 366 |
| 431 - Alarm Response Guidelines | 367 |
| Chapter 5 - Traffic Operations | 370 |
| 500 - Traffic | 371 |
| 501 - Traffic Accidents | 375 |
| 502 - Crash Investigations Inside/Outside of City Limits – Special Exemptions | 379 |
| 503 - Vehicle Towing | 382 |
| 504 - Traffic Citations and Warnings | 385 |
| 505 - Operating While Intoxicated | 387 |
| 506 - School Crossing Guards | 392 |
| 507 - Passenger Restraint System Enforcement | 395 |
| 508 - Sobriety Checkpoint Procedures | 396 |
| Chapter 6 - Investigation Operations | 399 |
| 600 - Investigation and Prosecution | 400 |
| 601 - Sexual Assault Investigations | 404 |
| 602 - Asset Forfeiture | 407 |
| 603 - Informants | 410 |
| 604 - Eyewitness Identification | 413 |
| 605 - Brady Information | 416 |
| 606 - Warrant Service | 419 |
| 607 - Digital Photography | 425 |
| Chapter 7 - Equipment | 426 |
| 700 - Department-Owned and Personal Property | 427 |
| 701 - Uniform Standards | 429 |
| 702 - Personal Communication Devices | 436 |
| 703 - Vehicle Maintenance | 439 |
| 704 - Vehicle Use | 441 |
| 705 - Cash Handling, Security and Management | 446 |
| 706 - Department Credit Cards | 448 |
| 707 - Support Car Program | 449 |
| 708 - Police Utility Knives | 450 |
| 709 - Emergency Siren Activation System (Tema Plan) | 452 |
| 710 - Night Vision Equipment | 454 |
| 711 - Tint Meter Equipment | 455 |
| 712 - License Plate Reader (LPR) | 457 |
| 713 - Personal Protective Equipment | 458 |

West Lafayette Police Department

Policy Manual

| | |
|---|------------|
| Chapter 8 - Support Services | 460 |
| 800 - Crime Analysis | 461 |
| 801 - The Dispatch Center | 463 |
| 802 - Property and Evidence Section | 470 |
| 803 - Records Division | 478 |
| 804 - Records Maintenance and Release | 481 |
| 805 - Protected Information | 485 |
| 806 - Animal Control | 487 |
| Chapter 9 - Custody | 490 |
| 900 - Temporary Custody of Adults | 491 |
| 901 - Temporary Custody of Juveniles | 494 |
| 902 - Custodial Searches | 498 |
| Chapter 10 - Personnel | 502 |
| 1000 - Performance Evaluations | 503 |
| 1001 - Reporting of Arrests, Convictions and Court Orders | 508 |
| 1002 - Drug- and Alcohol-Free Workplace | 510 |
| 1003 - Sick Leave | 513 |
| 1004 - Communicable Diseases | 516 |
| 1005 - Smoking and Tobacco Use | 520 |
| 1006 - Personnel Complaints | 521 |
| 1007 - Safety Belts | 527 |
| 1008 - Body Armor | 529 |
| 1009 - Personnel Records | 531 |
| 1010 - Lactation Breaks | 534 |
| 1011 - Overtime Compensation | 536 |
| 1012 - Specialty Field Compensation | 539 |
| 1013 - Outside Employment | 540 |
| 1014 - Work-Related Illness and Injury Reporting | 542 |
| 1015 - Personal Appearance Standards | 544 |
| 1016 - Conflict of Interest | 548 |
| 1017 - Badges, Patches and Identification | 550 |
| 1018 - Temporary Modified-Duty Assignments | 552 |
| 1019 - Speech, Expression and Social Networking | 554 |
| 1020 - Illness and Injury Prevention | 558 |
| 1021 - Line-of-Duty Deaths | 559 |
| 1022 - Vacation and Personal Days | 561 |
| 1023 - Bereavement Leave | 564 |
| 1024 - IDACS Coordinator Compensation Policy | 565 |
| 1025 - Wellness Time | 566 |
| 1026 - Health and Wellness Testing | 567 |
| 1027 - Police Officer Lateral Entry Program | 568 |
| 1028 - Education Tuition Assistance Program | 570 |
| 1029 - AUTHORIZED LEAVES OF ABSENCE | 571 |
| 1030 - Departmental/Personal Use Lockers | 572 |
| 1031 - Facilities Hygiene | 573 |

West Lafayette Police Department

Policy Manual

| | |
|--|------------|
| 1032 - Fire Escape and Emergency Evacuation Routes & Procedures | 574 |
| Chapter 11 - Police Merit Commission | 575 |
| 1100 - Police Merit Commission Table of Contents | 576 |
| 1101 - Police Merit Commission Article I | 579 |
| 1102 - Police Merit Commission Article II | 584 |
| 1103 - Police Merit Commission Article III | 589 |
| 1104 - Police Merit Commission Article IV | 601 |
| 1105 - Police Merit Commission Article V | 606 |
| 1106 - Police Merit Commission Article VI | 611 |
| Chapter 12 - City Employee Personnel Manual | 614 |
| 1200 - City Employee Personnel Manual | 615 |
| Attachments | 616 |
| DTF MOU.pdf | 617 |
| Civilian 6 Months Performance Evaluation.pdf | 621 |
| Citizen Ride Along 2016.pdf | 626 |
| US 231 Corridor Agreement with PUPD.pdf | 632 |
| Level of Duty Form.pdf | 637 |
| Article V Promotion 2nd 2016 update.pdf | 639 |
| PMC Article VI Merit Awards.pdf | 646 |
| PMC Table of Contents.pdf | 651 |
| Intern and Volunteer Forms.pdf | 655 |
| Issued Equipment-2016.pdf | 662 |
| Police Officer 6 Month Performance Evaluation.pdf | 664 |
| Prosecutor MOU of IN Model Rule of Professional Conduct.pdf | 669 |
| WLPD MOU with WLCSC.pdf | 671 |
| Workman Comp Form and Medical Attention Instructions.pdf | 681 |
| WLPD Canine Handler MOU.pdf | 686 |
| Incident Management.pdf | 689 |
| Sex Offender Check.pdf | 692 |
| Communication Procedures.pdf | 703 |
| PMC Article IV Discipline.pdf | 732 |
| PMC Article I Commission Rules.pdf | 739 |
| PMC Article III Rules of Conduct.pdf | 746 |
| MOU to allow Indiana State Police to use WLPD channels.pdf | 762 |
| MOU for West Lafayette Police and Fire with Purdue Police and Fire.pdf | 764 |
| MOU to allow Indiana DNR to use WLPD radio Channels.pdf | 769 |
| MOU with FBI.pdf | 771 |
| MOU with Purdue Visual Analytics for Command Control and Interoperability Environments.pdf | 790 |
| MOU with the Indiana Supreme Court Judicial Technology and Automation Committee (JTAC).pdf | 795 |
| MOU between WLPD and WLCSC regarding Employment of Off Duty Officers.pdf | 819 |
| High Tech Crime Unit MOU.pdf | 832 |
| Lafayette Housing Authority MOU.pdf | 835 |

West Lafayette Police Department

Policy Manual

| | |
|--|-----|
| Purdue Range Agreement MOU.pdf | 837 |
| WLPD Uniform Guide 2016.pdf | 844 |
| PMC Article II Member Appointment.pdf | 846 |
| City Employee Personnel Manual.pdf | 854 |
| Purdue Range Agreement June 2016.pdf | 881 |
| Police Officer Oath of Office.pdf | 888 |
| Tippecanoe County GRITT MOU.pdf | 890 |
| MOU with Tippecanoe County Health Department.pdf | 904 |
| Revised Organizational Chart-no pics.pdf | 907 |

West Lafayette Police Department
Policy Manual

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

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

100.2 POLICY

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

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

100.3 LAW ENFORCEMENT OFFICER POWERS

Certified members of this department are law enforcement officers and are vested expressly with authority to enforce criminal or traffic laws through the power of arrest and the preservation of public order, the protection of life and property, and the prevention, detection, or investigation of crime (I.C. § 5-2-1-2; I.C. § 5-2-1-17).

100.3.1 AUTHORITY WITHIN THE JURISDICTION OF THE WEST LAFAYETTE POLICE DEPARTMENT

The arrest authority of officers within the jurisdiction of the West Lafayette Police Department includes (I.C. § 35-33-1-1):

- (a) In compliance with an arrest warrant.
- (b) When any misdemeanor or felony offense is being, or has been committed in the officer's presence.
- (c) When there is probable cause to believe that the offender has committed or attempted to commit a felony.
- (d) When the offender has interfered with the reporting of the crime of domestic or family violence.
- (e) When the offender has been subject to a removal order issued by an immigration court.
- (f) When the offender has a detainer issued by the United States Department of Homeland Security.
- (g) When there is probable cause to believe that the offender has committed:
 - 1. A violation of the duties of a motorist involved in a motor vehicle accident.
 - 2. A battery resulting in bodily injury.
 - 3. Domestic battery.
 - 4. An invasion of privacy.

West Lafayette Police Department

Policy Manual

Law Enforcement Authority

5. A violation relating to carrying a firearm without a license or a violation relating to a counterfeit handgun license.
 6. A violation of the terms of his/her probation.
 7. A violation pertaining to the undisclosed transport of a dangerous device.
 8. A theft.
- (h) For other cause where there is likely to be failure of justice for want of a judicial officer to issue a warrant.

100.3.2 AUTHORITY OUTSIDE THE JURISDICTION OF THE WEST LAFAYETTE POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the West Lafayette Police Department applies when an offense is committed in the officer's view (I.C. § 5-2-1-17).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Michigan, Ohio or Illinois in fresh pursuit of a felony suspect (MCL 780.101 (Michigan); ORC § 2935.30 (Ohio); 725 ILCS 5/107-4(Illinois)).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (MCL 780.102; ORC § 2935.31; 725 ILCS 5/107-4).

100.5 CONSTITUTIONAL REQUIREMENTS

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

Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Indiana are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the West Lafayette Police Department, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 POLICY

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

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department, as a condition of continued employment, shall:

- (a) Be certified by the Indiana Law Enforcement Training Board (I.C. § 5-2-1-1, et. seq.).
- (b) Apply for admission to the executive training program within two months of initially taking office (I.C. § 5-2-1-9).
- (c) Meet the requirements of I.C. § 5-2-1-9 within six months of assuming office unless an extension is granted by the Indiana Law Enforcement Training Board (250 IAC 2-5-1).

Oath of Office

102.1 PURPOSE AND SCOPE

This policy adopts an Oath of Office for sworn officers.

102.2 POLICY

It is the policy of the West Lafayette Police Department that sworn members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their position (I.C. § 5-4-1-1; Ind. Const. Art. 15 § 4).

102.3.1 PROCEDURES

- A. All sworn officers shall be administered an Oath of Office and a Law Enforcement Code of Ethics by the City Clerk-and or Mayor, or designee prior to assuming any Law Enforcement authority or responsibility.
- B. Officers shall swear or affirm to the Oath of Office verbally and by signing a written facsimile, which will be placed in the officer's personnel file. Officers shall swear or affirm to the Law Enforcement Code of Ethics by reading and signing a written facsimile, which will be placed in the officer's personnel file.
- C. The Mayor and City Clerk or designee shall countersign as the officials administering the Oath of Office. Two officers of the department shall sign as witnesses for the Law Enforcement Code of Ethics.
- D. The Oath of Office:

[See attachment: Police Officer Oath of Office.pdf](#)

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (I.C. § 5-4-1-4; I.C. § 5-4-1-5.1).

Policy Manual

103.1 PURPOSE AND SCOPE

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

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

103.2 POLICY

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

103.2.1 DISCLAIMER

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

These policies and procedures are an extension of the City Employee Handbook. For sworn police employees, the employee handbook will apply to any situation that is not covered in this manual. Civilian employees of the police department are regulated directly by the City Employee manual, except for those items specific to the operation of the police department.

Policies and procedures found to be in violation of or conflict with federal law or state statute shall be declared null and void.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental

West Lafayette Police Department

Policy Manual

Policy Manual

Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

City - The City of West Lafayette.

Civilian - Employees and volunteers who are not certified law enforcement officers.

Department/WLPD - The West Lafayette Police Department.

Employee - Any person employed by the Department.

ILEA - Indiana Law Enforcement Academy.

Manual - The West Lafayette Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the West Lafayette Police Department, including:

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

Minor - Any individual under the age of 18 years (I.C. § 35-49-1-4).

Officer - Those employees, regardless of rank, who are certified law enforcement officers of the West Lafayette Police Department (I.C. § 5-2-1-2).

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

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

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

Shall or will - Indicates a mandatory action.

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

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust

West Lafayette Police Department

Policy Manual

Policy Manual

grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

103.5 ISSUING THE POLICY MANUAL

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

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

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

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

103.7 REVISIONS TO POLICIES

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

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

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

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

Geographical and Jurisdictional Boundaries/ Inter-Local Agreements

104.1 GEOGRAPHICAL AND JURISDICTIONAL BOUNDARIES/INTER-LOCAL AGREEMENTS

I. Purpose: The purpose of this policy is to provide the citizens of West Lafayette, Lafayette and Tippecanoe County with the best possible Law Enforcement protection and service.

II. Policy: In order to provide the best possible Law Enforcement protection and services to the citizens in all of Tippecanoe County, the area agencies have defined Geographical and Jurisdictional Boundaries, and have entered into a variety of Inter-Local Agreements regarding Law Enforcement Activities and Public Safety Issues.

III. The Order: See subsections regarding specific orders

104.2 GEOGRAPHICAL AND JURISDICTIONAL BOUNDARIES

I. Purpose: This order establishes authority and responsibility for maintaining and updating boundary, jurisdictional, zone, grid, and reporting area maps and computer geographical files of this municipality as they affect this agency.

II. Policy: This agency recognizes that jurisdictional problems will arise, due to the inherent problem of unassimilated residential, business and vacant land pockets not in this agency's jurisdiction that are completely within or protrude into the city corporate limits, and shall endeavor to guide officers and employees in all jurisdictional matters.

III. The Order:

A. The City of West Lafayette:

1. Encompasses approximately a 7.67 square mile area.
2. It is approximately 5 miles north to south and 3 miles east to west.

3. Bordered on the:

- a) East by the Wabash River and unincorporated Tippecanoe County.
- b) South by unincorporated Tippecanoe County.
- c) West by Purdue University and unincorporated Tippecanoe County.
- d) North by unincorporated Tippecanoe County.

West Lafayette Police Department

Policy Manual

Geographical and Jurisdictional Boundaries/Inter-Local Agreements

B. Addendum to jurisdictional boundary maps, as land parcels that were previously county pockets are assimilated, may be issued in the form of:

1. Intra-department memoranda
2. Appended segment maps

C. All divisions and appropriate sections shall maintain up to date maps with applicable attachments described in Section B of this order.

D. All supervisors shall be aware of and knowledgeable of the jurisdictional boundaries of this municipality.

E. Agency personnel shall:

1. Be aware of the location of updated wall maps within the agency.
2. Consult available maps and obtain supervisory direction when jurisdictional problems arise

104.3 CONCURRENT JURISDICTION: RESPONSIBILITY

I. Purpose: This order establishes procedures and set guidelines for authority and responsibility in concurrent jurisdictional situations.

II. Policy: This department realizes that many Indiana Law Enforcement Agencies have concurrent jurisdiction established by law and therefore shall endeavor to avoid problems between agencies by directing officers whenever possible in the law enforcement effort.

III. The Order:

A. Officers of this department shall be aware that Federal, State and County Agencies established by law have jurisdictional authority concurrent with their own.

B. Agencies that have concurrent jurisdiction with this department and may perform law enforcement efforts therein are:

1. All Agencies including:

- a) The Indiana State Police, Indiana State Excise Police, State and Conservation Officers.
 - (1) All areas of the County which this Municipality is part of.
 - (2) The Indiana State Excise Police (Liquor Violations).

West Lafayette Police Department
Policy Manual

Geographical and Jurisdictional Boundaries/Inter-Local Agreements

- b) All Federal Law Enforcement Agencies.
 - c) The Tippecanoe County Sheriff's Department.
 - (1) All areas of the County which this municipality is part of.
 - d) The Purdue University Police Department.
 - (1) Areas adjacent to Purdue University Campus.
 - e) Other Municipal or County Law Enforcement Agencies involved in hot pursuit and thereby covered under Indiana Statute.
- C. Supervisors of this department shall be familiar with the responsibilities of this agency and with mutual aid agreements currently in force.

West Lafayette Police Department
Policy Manual

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 POLICY

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

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the West Lafayette Police Department. There are three divisions in the department:

- Special Services Division
- Patrol Division
- Criminal Investigation Division

200.3.1 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and updating a chart showing the organizational components and functions. The chart should be reviewed at least annually. The chart may be attached to this Policy Manual for distribution or may be posted in appropriate locations throughout the Department.

[See attachment: Revised Organizational Chart-no pics.pdf](#)

200.3.2 SPECIAL SERVICES DIVISION

The Special Services Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Special Services Division. The Special Services Division consists of technical and administrative services.

200.3.3 PATROL DIVISION

The Patrol Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special operations, which includes the Traffic Unit, the Dispatch Center and police aides/assistants.

200.3.4 CRIMINAL INVESTIGATIVE DIVISION

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

West Lafayette Police Department

Policy Manual

Organizational Structure and Responsibility

Division. The Criminal Investigative Division consists of the Criminal Investigation, Property and Evidence Section, crime analysis and forensic services.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the West Lafayette Police Department. During planned absences, the Chief of Police will designate a Commander to serve as the acting Chief of Police.

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

- (a) Deputy Chief of Police
- (b) Patrol Commander
- (c) Criminal Investigation Commander
- (d) Special Services Division Commander
- (e) On-duty Shift Supervisor

200.4.2 UNITY OF COMMAND

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

200.4.3 GOALS AND OBJECTIVES

The Chief of Police or the authorized designee is responsible for establishing goals and objectives for the West Lafayette Police Department using a strategic planning process, and shall ensure the goals and objectives are reviewed and updated annually. Commanders are responsible for developing, reviewing and updating the elements of the plan that affect their Division. The strategic plan should specify a time period and should include, but is not limited to:

- Long-range goals and objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, measuring achievement and revision as needed.
- Annual evaluation of progress.
- Annual update of all goals and objectives.

West Lafayette Police Department

Policy Manual

Organizational Structure and Responsibility

200.5 AUTHORITY AND RESPONSIBILITIES

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

Job Descriptions

201.1 CHIEF OF POLICE: POWERS AND AUTHORITY

- I. Purpose: Establishes and defines responsibilities of the Chief of Police.
- II. Policy: These responsibilities will be carried out by the Chief of Police. In the event the appointed Chief of Police is absent or unable to serve, the Deputy Chief of Police will serve as the "Acting Chief of Police" and carry out all duties assigned to the Chief.
- III. The Order:
 - A. The Chief of Police, selected by the Mayor and appointed by the Board of Public Works and Safety, will serve as the commanding officer of the police department, subject to laws of the State of Indiana and the West Lafayette City Code.
 - B. The chief shall:
 - 1. Be delegated to administer the Police function of the City through, consistent policies of the board, by the issuance of orders and directions the members of the department.
 - 2. To the best of his/her ability, use department personnel and equipment to achieve the goals of the department in a most efficient manner.
 - 3. Maintain custody of all books, records, machines, tools, implements, apparatus, or equipment owned, leased, or loaned to the department. The Chief will also maintain custody of all confiscated, found, and unclaimed property obtained through the operation of the department.
 - 4. Call upon any member of the department to assist in any proper responsibility or may delegate authority to individual members of the department for any legal task.
 - 5. Have the power to suspend, temporarily, any employee of the department for violation of the rules and regulations, general orders, etc., of the department pending the investigation and the filing of charges of such alleged violations with the Police Merit Commission or the Board of Public Works and Safety.
 - 6. Issue special orders, command directives, etc., required for situations, conditions, and or circumstances, as deemed appropriate.
 - 7. Be responsible to formulate plans, set department objectives, develop and adopt General orders dealing with discipline, administration, equipment, and uniforms.
 - 8. Maintain good public, employee, and official relations, establish high ethical standards for department personnel and exercise the vigilance necessary to sustain observance of these standards.

West Lafayette Police Department

Policy Manual

Job Descriptions

9. Establish a clear-cut chain of command with well-defined channels of communications, authority, and responsibilities.
10. Administer and manage fiscal affairs in such a manner as to convert available resources into maximized Police service.
11. Prepare and present department budgets and provide for the general management of the department.

201.2 CHIEF OF POLICE

- I. Purpose: This order is to establish the Job Task Requirements for the position of Chief of Police.
- II. Policy: Incumbent performs duties related to the administration and management of the West Lafayette Police Department. He/She serves as overseer of the daily operation of the department.
- III. Functions:

A. Essential

1. Administers the budget and presents it to the council.
2. Serves as a Commanding Officer of the entire police department seeing to it that all laws of the State and all ordinances of the city are enforced in so far as it is possible.
3. Administers all property related to the operation of the police department.
4. Shall establish a logical and clear-cut chain of command with defined channels of communication, authority, and responsibility.
5. Responsible for planning, research, and development pertaining to police service to the community.
6. Reports departmental activities to the Mayor and Board of Public Safety.
7. Facilitates and maintains good public, employee, and office relations.
8. Establishes and maintains high ethical standards for all police personnel and exercises the vigilance necessary to sustain observance of these standards.
9. Sets department objectives, develops and adopts General Orders/Policy dealing with discipline, administration, equipment, and uniforms of the department's members.
10. Disseminates relevant information to the Mayor, keeping him/her informed regarding critical situations involving public safety and general community welfare.
11. Shall issue special orders, directives, etc. required for situation, conditions, and or circumstances, as he or she deems appropriate.
12. Shall attend meetings relevant to department operational matters, general public safety and public relations in the community.

West Lafayette Police Department

Policy Manual

Job Descriptions

13. Participates and holds membership in various police and non-police organizations that enhance professionalism, public safety, and community relations.
14. Shall serve as Vice President of the West Lafayette Police Pension Board.

B. Nonessential

1. Enforces the laws and assists with crisis intervention as needed.

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set by state law and department requirements.

B. Desired:

1. Possesses excellent interpersonal, written and oral communication skills.
2. Possesses excellent organizational skills.
3. The ability to actively participate in community activities.

V. Working Environment

A. Incumbent works normal hours, but has a great many after hour's meetings, and extended shifts.

B. Incumbent spends most of the day sitting in the office environment or attending meetings as required. Occasionally incumbent is outside and exposed to all weather conditions. He/She may also be exposed to moving parts, chemical and biological agents, gases, and fumes.

C. Casual and professional dress for general office work.

West Lafayette Police Department

Policy Manual

Job Descriptions

201.3 DEPUTY CHIEF OF POLICE

I. Purpose: This order establishes the Job Task Requirements for the position of Deputy Chief of Police.

II. Policy: Incumbent helps to administer the operation of the police department under the direction of the Chief.

III. Functions and Duties

A. Essential

1. Administer the operation of Police Department under the direction of the Chief of Police and Police Merit Commission.

a) Directs, supervises, and evaluates Bureau Commanders and Division Commanders while assuring adherence to the mission of the West Lafayette Police Department.

b) Traffic Commander

(1) Serves as voting member for the West Lafayette Traffic Commission.

(a) Attends monthly meetings.

(b) Receives traffic complaints and forwards them to the Commission for review when appropriate.

(2) Serves as a "Check Point" agent for proposed traffic changes due to construction.

(3) Serves as a voting member of the Tippecanoe County Technical Highway Committee.

(4) Serves as liaison, working in unison with the City Engineer and City Street Commissioner concerning traffic related issues.

(5) Supervises traffic related records and data, coordinate all serious crash investigations.

(6) Oversees the activities of, and determine when, the services of a Crash Reconstructionist are needed.

(7) Maintains a monthly accounting of crash data and division's activities.

(8) Coordinates activities with and keeps the Patrol Commander and Division advised of traffic concerns and needs.

(9) Commands special traffic details.

(10) Attend meetings and functions as directed by the Chief.

2. Grants

West Lafayette Police Department

Policy Manual

Job Descriptions

- a) Is responsible for finding grants and awards as directed by the Chief of Police.
 - b) Maintains a record of all grants received by the department and completes reports as needed.
3. Recruiting and Hiring of new employees
- a) Oversees the recruiting efforts of the department for all employment needs.
 - b) Directs the appropriate employee members for testing and interviews of new employees.
4. Reviews and approves all 28 day overtime and submits information to the Office Manager for payment.
- a) Coordinates manpower assignments for overtime details and staffing for special events.
5. Coordinates cohesive working relationships and serves as the City's Ambassador with:
- a) Employees of the Police Department.
 - b) Other city departments.
 - c) Area Public Safety Agencies.
 - d) The West Lafayette Community.

B. Nonessential:

1. Augment positions of the Police Department as dictated by need.
- a) Directly supervises all police and civilian personnel.
 - b) Enforces the traffic, criminal, and other appropriate laws and regulations.
 - c) Responds to emergencies and employee crisis.

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set by state law and department requirements.

B. Desired

1. Candidates for the position of Deputy Chief of Police should possess:
 - a) Excellent interpersonal communication skills, written and oral.

West Lafayette Police Department

Policy Manual

Job Descriptions

- b) Organizational abilities.

V. Working Environment:

- A. Incumbent spends most of the day sitting in the general office environment. He/She may be exposed to extreme weather conditions occasionally. Incumbent may be required to climb, balance, stoop, crouch, kneel, crawl, and do heavy lifting in emergency situations. These emergency situations may also expose incumbent to moving parts, electrical shock, burns, heights, explosives, chemical or biological agents, fumes, gases, and dust.
- B. Incumbent works normal hours but is required to attend after hour meetings. He/She may also be subject to call-in or augment the department staff.
- C. Prescribed uniform or civilian attire is worn to work.

201.4 CAPTAIN OF SPECIAL SERVICES BUREAU

Purpose: This order establishes the Job Task Requirements for the position of Captain of Special Services Bureau.

II. Policy: Incumbent performs duties related to supervision of and assistance with the fleet and facilities maintenance and repair, as well as any other duties assigned by the Chief and Deputy Chief of Police. The position of Captain of Special Services is a Division Level Commander position, with supervisory responsibility. Assigned job tasks include, but are not limited to, those listed in Section III of this policy.

III. Functions and Duties:

A. Essential

1. Fleet Management/Maintenance:

- a) Monitors the daily maintenance and repair of the department's fleet vehicles.
 - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of fleet vehicles, and assists as necessary
 - (2) Assure the Maintenance Technician maintains fleet records and maintenance schedules, evaluates performance of Maintenance Technician, completes observation reports as needed, completes semi-annual evaluations.
- b) Prepares and maintains up-to-date minimum specification documents for fleet vehicles and related equipment necessary for bid/quote and purchase purposes.
- c) Prepares annual fleet vehicle washing maintenance contract for the cleaning of the fleet vehicles.

West Lafayette Police Department

Policy Manual

Job Descriptions

- d) Turns in annual budget proposals and requests for gasoline, oil, tires and tubes, repairs equipment, repair services, vehicle washing, and other equipment accounts. Provides the Chief with an estimate of the costs of the set-up/change-over of the fleet vehicles being rotated in or out of service each year.
- e) Supervises and assists with the change-over/set-up of vehicles when new vehicles are added to the fleet or vehicles are moved around in the fleet
- f) Provides the Chief of Police with a monthly report regarding the condition of the fleet vehicles.
- g) At the end of the pay period turns in work schedule books for Special Services Bureau personnel to Deputy Chief for review and approval.
- h) Assures the equipment issued to and operated by the Special Services Bureau, as well as other equipment given maintenance responsibility for, is properly maintained and cared for.

2. Facility Management/Maintenance:

- a) Monitors the daily maintenance and repair of the Police Department facility.
 - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of the Police Department facility, systems and equipment, and assists as necessary.
 - (2) Assure the Maintenance Technician maintains records and maintenance schedules for the facility, systems and equipment.
- b) Prepares annual maintenance contracts for the facilities systems and equipment.
- c) Prepares and maintains up-to-date minimum specification documents for systems and equipment as necessary for bid-quote and purchase purposes.
- d) Turns in annual budget proposals and requests for repairs equipment, repair services and other equipment accounts related to the maintenance and repair of the facility, systems and equipment.
- e) Provides the Chief of Police with a monthly report regarding the condition of the facility, system and equipemnt.

3. Records Division:

- a) Manages the daily operation of the Data Management and Records Division.
 - 1. Oversees RMS and CAD Management
 - b) Supervises and coordinates records division personne city court bailiff and information technology officer.

West Lafayette Police Department

Policy Manual

Job Descriptions

- c) Maintains employee records, evaluate performance of assigned personnel, complete observation reports as needed, complete semi-annual evaluations.
- d) Adequately staff all positions for assigned personnel.

- e) Assure all police reports are properly processed and entered into the Records Management System "RMS" by Data Management personnel (assist when short of personnel, or if work load is heavy).
- f) Observes for reports that contain arrests, assure they are copied, processed and delivered to the Tippecanoe County Prosecutor's Office by prior to 10:00 AM Monday thru Thursday. Custodial arrest reports shall be delivered to the Prosecutor's Office prior to 9:00 AM on Friday morning.
- g) Assure the Daily Bulletin has been copied and prepared for the Purdue Exponent, the Lafayette Leader, Purdue Dean of Students Office, WLPD/CID, the Daily Bulletin Binder, and any other entitled requester.
- h) Assist Data Management personnel with Records Division window traffic and scheduled fingerprinting appointments.
- i) Verifies that all warrant information has been entered and/or updated in the "RMS" files, by the Computer Systems Manager, assist if needed.
- j) Verifies that requests for copies of reports are handled in a proper and prompt manner.
- k) Assures that Data Management personnel have delivered all City Court paperwork to the Clerk's Office and that dispositions received from City Court have been entered into "RMS".
- l) Assures that victims' statements (accomplished by Purdue students), are forwarded to the Dean of Students Office, if authorization is given by the victim.
- m) Responsible for the petty cash fund and the cash/change fund to ensure smooth operation for Records Division personnel in assisting the public at the records window.
- n) Ensures the receipts for the previous 24 hours are obtained by the Clerk's Office.
- o) Ensures that outgoing mail is delivered to the Post Office, and incoming mail is distributed.
- p) Coordinates preventative maintenance and makes sure any reported damaged or inoperable equipment is repaired or replaced. Coordinates building and equipment problems with the Chief of Police and City Engineer's Office.

- q) Weekly:
 - (1) Makes sure all assigned court cases are prepared for court prior to 4:00 PM on Wednesdays.
 - (2) Fills in for ACO/Bailiff as necessary.

West Lafayette Police Department

Policy Manual

Job Descriptions

(3) Makes sure alarm violation notices are being sent out. Notify the Chief of Police about persisting problem sites.

(4) Ensures all forms used by Police Department personnel are replenished.

r) Monthly:

(1) Turn in work schedule books for assigned personnel to the Deputy Chief at the end of each month for review and approval.

(2) Oversees preparation of the End of the Monthly report, maintain a copy for the department, forward copies to the Chief of Police, Mayor, Clerk, Treasurer, and Council Members.

(3) Oversees the completion of the national FBI report, obtain the signature of the Chief of Police and forward to the FBI.

(4) Provides Purdue University Police with crime statistics.

(5) Provides the Deputy Chief with necessary information regarding statistics for special enforcement projects and grants.

(6) Serves as a voting member on the Emergency Management Advisory Council.

4. Training

a.) Coordinates all department training

b.) Maintains instructor certifications and reports hours of instruction as required.

5. Information Technology (IT)

a.) Oversees IT issues and works closely with the city IT department

b.) Oversees all IT related equipment issued by the department and maintains an up to date list of said property.

6. Internal Standards

a.) Conducts Internal Standards Reviews as directed by the Chief of Police.

B. Nonessential:

West Lafayette Police Department

Policy Manual

Job Descriptions

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law.
2. Possesses a basic knowledge of and a desire to learn the Records Management System, 800 MHz System, and the West Lafayette City Court procedures.
3. Have exhibited good leadership skills, a positive attitude, and performance exceeding the minimum expectations during the current and past evaluation periods, as evidenced by their evaluation reports.

B. Desired:

V. Working Environment:

- A. Serves a one-year probationary period (regarding the position).
- B. Regular duty hours of Monday through Friday, 8:00 AM-4:00 PM, but periodic rescheduling and some overtime will occur.
- C. Required to monitor a department issued cell phone and be subjected to twenty-four hour call-in.
- D. Prescribed uniform or civilian clothing is worn to work.

201.5 CAPTAIN OF PATROL

I. Purpose: This order establishes the Job Task Requirements for the position of Captain of Patrol.

II. Policy: Incumbent performs duties related to supervision of the Patrol Division and other related issues and duties as assigned by the Chief or Deputy Chief of Police. The position of Captain of Patrol is a Division Level Command position, with supervisory responsibility. Assigned tasks include, but are not limited to those listed in Section "III" of this policy.

III. Functions and Duties

A. Essential

1. Captain of Patrol Division
 - a) Directs, supervises, and evaluates all Patrol Shift Commanders while assuring adherence to the mission of the West Lafayette Police Department.
 - b) Assists the Deputy Chief as assigned with event planning and the coordination of manpower.
 - c) Reviews all crash reports and approves those for submission by the Records Division.
 - d) Reviews all information pertaining to the filing of charges from the Prosecutor's Office and submits those documents to the Records Division for filing.

West Lafayette Police Department

Policy Manual

Job Descriptions

2. Patrol Dispatch

- a) Directs, supervises, and evaluates the Head Patrol Dispatcher.
- b) Assists the Head Patrol Dispatcher with the schedules of all assigned personnel to include part-time employees.
- c) Reviews and approves all time books from dispatch personnel and submits for payment.

3. Neighborhood Resource Team

- a) Directs, supervises, and evaluates the Neighborhood Resource Team supervisor.
- b) Assist with ordinance and policy issues related to the enforcement of City Code, BOCA Code and other related regulations.
- c) Work with other city departments to find solutions to solve ordinance issues.

B. Nonessential

- 1. Augments positions within the patrol division as directed by the Chief of Police.
- 2. Attends community meetings and functions as the Patrol Commander.
- 3. Directs and oversees all grant funded patrol enforcement efforts.

IV. Qualifications:

A. Minimum

- 1. Must meet legal requirements as set forth by state law and Police Merit Commission.

V. Working Environment:

A. Incumbent spends most of the day sitting in the general office environment. He/She may be exposed to extreme weather conditions occasionally. Incumbent may be required to climb, balance, stoop, crouch, kneel, crawl, and do heavy lifting in emergency situations.

B. Incumbent works normal hours, but is required to attend after hour meetings. He/She may also be subject to call-in to augment the department staff.

C. Prescribed uniform or civilian attire is worn to work.

201.6 CAPTAIN OF CRIMINAL INVESTIGATIONS

I. Purpose: This order establishes the Job Task Requirements for the position of Captain of Criminal Investigation Division.

West Lafayette Police Department

Policy Manual

Job Descriptions

II. Policy: Incumbent serves as supervisor of the Lieutenant and Sergeants of investigations, investigators, and the secretary. Incumbent serves under the direction of the Chief and Deputy Chief of Police.

III. Functions and Duties:

A. Essential

1. Receives, reviews, and evaluates daily police reports for determining appropriate investigatory follow-ups within the Police Department.
2. Assigns Criminal Investigators to conduct criminal investigations into police cases within the Criminal Investigation Division of the Police Department.
3. Organizes and supervises criminal investigations in the Criminal Investigations and Uniformed Police Officers Divisions of the Police Department to ensure compliance with Departmental policies, procedures, and standards, and State and Federal Laws.
4. Conducts crime scene investigations, locate, document, and preserve physical evidence.
5. Interviews and obtains statements for offenders, victims, and witnesses.
6. Acts as police liaison with organizations such as: Tippecanoe County Prosecutors Office, Tippecanoe County Juvenile Department, Tippecanoe County Probation Department, Narcotics Task Force, Secret Service, Federal Bureau of Investigation and other Local law Enforcement Agencies.
7. Organizes criminal cases for court trials, witness conferences, sentencings, and testifying in criminal and civil court trials.
8. Responsible for personnel assigned to the Drug Task Force.
9. Oversees department technicians and assures crime scenes are properly processed by Technicians.
10. Conducts Internal Standards Reviews as directed by the Chief of Police.

B. Nonessential:

1. Attends Staff Officers meetings determining Departmental policies, procedures, and standards, within the Police Department.
2. Coordinates efforts and schedules of Departmental Investigators for special non-routine investigations.
3. Attends monthly "Signal 33" meetings at the Indiana State Police post.
4. Interviews and explains departmental policies, procedures, and standards to all other employees within the Criminal Investigation Division.

West Lafayette Police Department
Policy Manual

Job Descriptions

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law and department standards.

B. Desired:

1. The ability to work flexible hours.

2. The ability to do several tasks at one time.

3. The ability to exercise the absolute highest degree of confidentiality.

4. Possess analytical qualities.

V. Working Environment:

A. Incumbent spends large parts of the day either standing or sitting in the office environment. Occasionally incumbent is required to be outdoors and thus be exposed to all weather conditions. He/She could be exposed to moving parts, electrical shock, heights, burns/radiation, explosives, chemical or biological agents, fumes, gases, and dust.

B. Civilian attire or uniform is to be worn to work.

C. Incumbent works normal hours, but is subject to call-in and may have to attend after hours meetings.

201.7 LIEUTENANT OF SPECIAL SERVICES BUREAU

I. Purpose: This order establishes the job task requirements for the position of Lieutenant of Special Services Bureau.

II. Policy: Incumbent reports directly to the Captain of Special Services Bureau and performs duties related to supervision of and assistance with the fleet, facilities maintenance, records division and training as well as any other duties assigned by the Chief and Deputy Chief of Police. Assigned job task include, but are not limited to, those listed in Section III of this policy.

Functions and Duties:

A. Essential

1. Fleet Management and Maintenance:

a) Monitors the daily maintenance and repair of the departments fleet of vehicles.

1) Directly supervises and assists the Maintenance Technician; assures the Maintenance Technician is providing proper maintenance and repair of the fleet of vehicles, and assists as necessary.

West Lafayette Police Department

Policy Manual

Job Descriptions

- 2) Assures the Maintenance Technician maintains fleet records and maintenance schedules, evaluates performance of Maintenance Technician, completes observation reports as needed and completes semi-annual evaluations.
 - b. Prepares and maintains up-to-date minimum specification documents for fleet vehicles and related equipment necessary for bid-quote and purchase purposes.
 - c. Prepares annual fleet vehicle washing maintenance contract for the cleaning of the fleet vehicles.
 - d. Turns in annual budget proposals and requests for gasoline, oil, tires and tubes, repairs equipment, repair services, vehicle washing, and other equipment accounts. Provides the Chief with an estimate of the cost of the set-up/change over of the fleet vehicles being rotated in or out of service each year.
 - e. Supervises and assists with the change over/set up of vehicles when new vehicles are added to the fleet or vehicles are moved around in the fleet.
 - f. Provides the Chief of Police with a monthly report regarding the condition of the fleet vehicles.
 - g. At the end of the pay period turns in work schedule books for Special Services Bureau personnel to the Deputy Chief for review and approval.
 - h. Assures the equipment issued to and operated by the Special Services Bureau, as well as other equipment given maintenance responsibility for, is properly maintained and cared for.

2. Facility Management and Maintenance:

- a) Monitors the daily maintenance and repair of the Police Department facility.
 - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of the Police Department facility, systems and equipment, and assists as necessary.
 - (2) Assure the Maintenance Technician maintains records and maintenance schedules for the facility, systems and equipment.
- b) Prepares annual maintenance contracts for the facilities systems and equipment.
- c) Prepares and maintains up-to-date minimum specification documents for systems and equipment as necessary for bid-quote and purchase purposes.
- d) Turns in annual budget proposals and requests for repairs equipment, repair services and other equipment accounts related to the maintenance and repair of the facility, systems and equipments.
- e) Provide the Chief of Police with a monthly report regarding the condition of the facility, systems and equipment.

West Lafayette Police Department

Policy Manual

Job Descriptions

3. Records Division:

a) Manages the daily operation of the Data Management and Records Division.

1. Oversees RMS and CAD Management

b) Supervises and coordinates records division personnel, city court bailiff and information technology officer.

c) Maintains employee records and time books, evaluates performance of assigned personnel, complete observation reports as needed, complete semi-annual evaluations.

c) Evaluate performance of assigned personnel, complete observation reports as needed, complete semi-annual evaluations.

d) Adequately staff all positions for assigned personnel.

e) Assure all police reports are properly processed and entered into the Records Management System "RMS" by Data Management personnel (assist when short of personnel, or if work load is heavy).

f) Observes for reports that contain arrests, assure they are copied, processed and delivered to the Tippecanoe County Prosecutor's Office by prior to 10:00 AM Monday thru Thursday. Custodial arrest reports shall be delivered to the Prosecutor's Office prior to 9:00 AM on Friday morning.

g) Assure the Daily Bulletin has been copied and prepared for the Purdue Exponent, the Lafayette Leader, Purdue Dean of Students Office, WLPD/CID, the Daily Bulletin Binder, and any other entitled requester.

h) Assist Data Management personnel with Records Division window traffic and scheduled fingerprinting appointments.

i) Verifies that all warrant information has been entered and/or updated in the "RMS" files, by the Computer Systems Manager, assist if needed.

j) Verifies that requests for copies of reports are handled in a proper and prompt manner.

k) Assures that Data Management personnel have delivered all City Court paperwork to the Clerk's Office and that dispositions received from City Court have been entered into "RMS".

l) Assures that victims' statements (accomplished by Purdue students), are forwarded to the Dean of Students Office, if authorization is given by the victim.

m) Responsible for the petty cash fund and the cash/change fund to ensure smooth operation for Records Division personnel in assisting the public at the records window.

n) Ensures the receipts for the previous 24 hours are obtained by the Clerk's Office.

o) Ensures that outgoing mail is delivered to the Post Office, and incoming mail is distributed.

West Lafayette Police Department

Policy Manual

Job Descriptions

p) Coordinates preventative maintenance and makes sure any reported damaged or inoperable equipment is repaired or replaced. Coordinates building and equipment problems with the Chief of Police and City Engineer's Office.

q) Weekly:

- (1) Makes sure all assigned court cases are prepared for court prior to 4:00 PM on Wednesdays.
- (2) Fills in for ACO/Bailiff as necessary.
- (3) Makes sure alarm violation notices are being sent out. Notify the Chief of Police about persisting problem sites.
- (4) Ensures all forms used by Police Department personnel are replenished.

r) Monthly:

- (1) Turn in work schedule books for assigned personnel to the Deputy Chief at the end of each month for review and approval.
- (2) Oversees preparation of the End of the Monthly report, maintain a copy for the department, forward copies to the Chief of Police, Mayor, Clerk, Treasurer, and Council Members.
- (3) Oversees the completion of the national FBI report, obtain the signature of the Chief of Police and forward to the FBI.
- (4) Provides Purdue University Police with crime statistics.
- (5) Provides the Deputy Chief with necessary information regarding statistics for special enforcement projects and grants.
- (6) Serves as a voting member on the Emergency Management Advisory Council.

4. Training

- a.) Coordinates all department training
- b.) Maintains instructor certifications and reports hours of instruction as required.

5. Information Technology (IT)

- a.) Oversees IT issues and works closely with the city IT department
- b.) Oversees all IT related equipment issued by the department and maintains an up to date list of said property.

West Lafayette Police Department
Policy Manual

Job Descriptions

6. Internal Standards

- a.) Conducts Internal Standards Reviews as directed by the Chief of Police.

B. Nonessential:

IV. Qualifications:

A. Minimum

- 1. Must meet legal requirements as set forth by state law.
- 2. Possesses a basic knowledge of and a desire to learn the Records Management System, 800 MHz System, and the West Lafayette City Court procedures.
- 3. Have exhibited good leadership skills, a positive attitude, and performance exceeding the minimum expectations during the current and past evaluation periods, as evidenced by their evaluation reports.

B. Desired:

V. Working Environment:

- A. Serves a one-year probationary period (regarding the position).
- B. Regular duty hours of Monday through Friday, 8:00 AM-4:00 PM, but periodic rescheduling and some overtime will occur.
- C. Required to monitor a department issued cell phone and be subjected to twenty-four hour call-in.
- D. Prescribed uniform or civilian clothing is worn to work.

201.8 LIEUTENANT OF PATROL

I. Purpose: This order establishes the Job Task Requirements for the position of Lieutenant of Patrol.

II. Policy: Incumbent serves under the direction of the Chief and Deputy Chief of Police, and Captain of Patrol. He/She is responsible for the management of personnel. Incumbent also patrols areas of the city and oversees daily dispatch.

III. Functions and Duties:

A. Essential

West Lafayette Police Department

Policy Manual

Job Descriptions

1. Maintains shift logs/shift schedule for patrol officers.
2. Checks all police reports initiated throughout the shift.
3. Provides shift command.

B. Nonessential

1. Fields complaints from the general public.

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law and department standards.

V. Working Environment:

A. Incumbent spends most of his/her time in the office environment. He/She is usually sitting, but some time is spent standing or walking.

B. Incumbent works assigned shift. The shift time assigned may vary. He/She wears prescribed uniform to work.

201.9 LIEUTENANT OF CRIMINAL INVESTIGATIONS

I. Purpose: This order establishes the Job Task Requirements for the position of Lieutenant of Criminal Investigation Division.

II. Policy: Incumbent serves as supervisor of the sergeants of investigations, investigators, and the secretary. Incumbent serves under the direction of the Chief and Deputy Chief of Police.

III. Functions and Duties:

A. Essential

1. Receives, reviews, and evaluates daily police reports for determining appropriate investigatory follow-ups within the Police Department.
2. Assigns Criminal Investigators to conduct criminal investigations into police cases within the Criminal Investigation Division of the Police Department.
3. Organizes and supervises criminal investigations in the Criminal Investigations and Uniformed Police Officers Divisions of the Police Department to ensure compliance with Departmental policies, procedures, and standards, and State and Federal Laws.

West Lafayette Police Department

Policy Manual

Job Descriptions

4. Conducts crime scene investigations, locate, document, and preserve physical evidence.
5. Interviews and obtains statements for offenders, victims, and witnesses.
6. Acts as police liaison with organizations such as: Tippecanoe County Prosecutors Office, Tippecanoe County Juvenile Department, Tippecanoe County Probation Department, Narcotics Task Force, Secret Service, Federal Bureau of Investigation and other Local law Enforcement Agencies.
7. Organizes Criminal Cases for Court Trials, Witness Conferences, Sentencings, and Testifying in Criminal and Civil Court Trials.
8. Responsible for personnel assigned to the Drug Task Force.
9. Assures crime scenes are properly processed by Technicians.
10. Conducts internal investigations as assigned by the Chief of Police.

B. Nonessential:

1. Attends Staff Officers meetings determining Departmental policies, procedures, and standards, within the Police Department.
2. Coordinates efforts and schedules of Departmental Investigators for special non-routine investigations.
3. Completes Departmental and City forms for Departmental Commanders on support and development of the Criminal Investigation Division.
4. Attends monthly "Signal 33" meetings at the Indiana State Police post.
5. Interviews and explains departmental policies, procedures, and standards to all other employees within the Criminal Investigation Division.
6. Coordinates Criminal Investigation Training and evaluation process daily observation reports on new Investigators, and forwards reports and evaluations to the Deputy Chief.
7. At the end of the pay period turns in work schedule books for CID personnel to the Captain of Special Services.

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law and department standards.

B. Desired:

1. The ability to work flexible hours.
2. The ability to do several tasks at one time.

West Lafayette Police Department

Policy Manual

Job Descriptions

3. The ability to exercise the absolute highest degree of confidentiality.
4. Possess analytical qualities.

V. Working Environment:

- A. Incumbent spends large parts of the day either standing or sitting in the office environment. Occasionally incumbent is required to be outdoors and thus be exposed to all weather conditions. He/She could be exposed to moving parts, electrical shock, heights, burns/radiation, explosives, chemical or biological agents, fumes, gases, and dust.
- B. Civilian attire or uniform is to be worn to work.
- C. Incumbent works normal hours, but is subject to call-in and may have to attend after hours meetings.

201.10 SERGEANT OF PATROL

I. Purpose: This is an order to establish Job Task Requirements for the position of Sergeant of Patrol.

II. Policy: Incumbent helps to run the daily operations in the Patrol Division. He/She also patrols areas of the city and oversees daily dispatch. Incumbent reports to the Shift Lieutenant.

III. Functions and Duties:

A. Essential

1. Runs and supervises daily shifts, makes shift assignments, and checks reports.
2. Patrols assigned area daily.
3. Coordinates assignments with other police departments on joint jurisdiction calls, crimes, and emergencies.
4. Oversees and ensures daily dispatch.
5. Trains new officers.
6. Keep books and evaluations of personnel on a continuing basis.

B. Nonessential

1. Fields complaints from public.

IV. Qualifications:

West Lafayette Police Department

Policy Manual

Job Descriptions

A. Minimum

1. Must meet legal requirements set forth by state law and department standards.

V. Working Environment:

A. Incumbent spends large parts of the day in both the office environment and in the outdoor environment. He/She may be required to climb, balance, stoop, crouch, kneel, and crawl. In the outdoors environment, he/she could be exposed to all weather conditions, moving parts, electric shock, heights, burns, explosives, chemical and biological agents, fumes, gases, and dust.

B. Prescribed uniform is worn to work.

201.11 SERGEANT OF CRIMINAL INVESTIGATIONS

I. Purpose: This order establishes Job Task Requirements for the position of Criminal Investigations Division Sergeant.

II. Policy: Incumbent assists the Criminal Investigation Division Lieutenant in running the daily operation of the Criminal Investigation Division. He/She also works with a variety of other agencies in order to help solve cases and prepares them for prosecution.

III. Functions:

A. Essential

1. Reading reports and preparing them for assignment.
2. Criminal investigations
 - a) Investigates cases.
 - b) Prepares cases for prosecution.
3. Prepares major cases for prosecution
 - a) Develops leads.
 - b) Prepares case files.
 - c) Manages the cases.
4. Testifies in court and holds conferences with witnesses.
5. Works with other agencies and prosecutors with cases.
6. Works with CPS.

B. Nonessential:

West Lafayette Police Department

Policy Manual

Job Descriptions

1. Attends special training schools.
2. Attends special meetings.
3. Reviews cases and maintains files.

IV. Qualifications:

A. Minimum

1. Must meet legal requirements set forth by state law and department standards

B. Desired:

1. Possesses analytical skills.
2. The ability to maintain the highest degree of confidentiality.
3. The ability to communicate effectively and tactfully in English.
4. The ability to work with other agencies.

V. Working Environment:

A. Incumbent spends most of the day sitting in the general office environment. He/She may be exposed to extreme weather conditions. Incumbent may be called upon to climb, balance, stoop, crouch, kneel, or crawl in an emergency situation. These emergencies may also expose incumbent to moving parts, electrical shock, heights, burns, explosives, chemical and biological agents, fumes, gases, and dust. Incumbent lifts 15-25 lbs. on a daily basis.

B. Incumbent works normal hours, but may be subject to call-in.

C. Prescribed uniform or civilian clothing is worn to work.

201.12 SERGEANT OF PATROL/TRAINING

I. Purpose: This is an order to establish the Job Task Requirements for the position of Sergeant of Patrol/Training.

II. Policy: Incumbent oversees the daily operations of the department training division and coordinates all in-house and external training for the department. Incumbent also works with the recruitment of new employees and all other assigned duties. Incumbent reports to the Captain of Operations.

III. Function and Duties:

A. Essential

West Lafayette Police Department

Policy Manual

Job Descriptions

1. Coordinates all department training to insure that employees receive all required training as set forth by Indiana Law.
2. Keeps record of all department training and completes all reports as required by State Law and sends needed information to the Indiana Law Enforcement Academy.
3. Oversees the department training budget and maintains records of expenses in both the instruction accounts and the travel accounts for the department.
4. Supervises the DARE Officer's day to day operations to include the keeping of time books and evaluations as required, and schedule when instructing DARE or working patrol.
5. Manage and coordinate all aspects of the School Crossing Guard program for the department.
6. Works closely with other Shift Commanders to coordinate the assigning of officers to training held outside of the department.
7. Assist, as needed, with patrol issues or assignments when possible.
8. Attend meetings and coordinate resources for special events that are being held in the city.
9. Coordinate all activities of the FTO academy and the training of all new hires of the department.
10. Assist patrol as needed in emergencies as assigned.

B. Nonessential

1. Maintain a working relationship with the Indiana Law Enforcement Academy, Attorney General's Office, and other organizations that provide training for employees of the department.
2. Seek grants and other funding that can be used to support the training mission of the department.

IV. Qualifications

A. Minimum

1. Must meet all requirements set forth by department policy and state law.

V. Working Environment

- A. Prescribed uniform is worn to work.

201.13 CRIMINAL INVESTIGATIONS DIVISION INVESTIGATOR/DETECTIVE

- I. Purpose: This order establishes Job Task Requirements for the position of Criminal Investigations Division Investigator/Detective.

West Lafayette Police Department

Policy Manual

Job Descriptions

II. Policy: Incumbent helps with criminal investigations. He/She also works with a variety of other agencies in order to help solve cases and prepare them for prosecution. Incumbent serves under the direct supervision of the Lieutenant and Sergeant of the Criminal Investigation Division.

III. Functions:

A. Essential

1. Reading reports and preparing them for assignment.
2. Criminal investigations
 - a) Investigates cases.
 - b) Prepares cases for prosecution.
3. Prepares major cases for prosecution
 - a) Develops leads.
 - b) Prepares case files.
 - c) Manages the cases.
4. Testifies in court and holds conferences with witnesses.
5. Works with other agencies and prosecutors with cases.
6. Works with CPS.

B. Nonessential:

1. Attends special training schools.
2. Attends special meetings.
3. Reviews cases and maintains files.

IV. Qualifications:

A. Minimum

1. Must meet the requirements of state law and department guidelines.

B. Desired:

1. Possesses analytical skills.
2. The ability to maintain the highest degree of confidentiality.
3. The ability to communicate effectively and tactfully in English.
4. The ability to work with other agencies.

West Lafayette Police Department

Policy Manual

Job Descriptions

V. Working Environment:

- A. Incumbent spends most of the day sitting in the general office environment. He/She may be exposed to extreme weather conditions. Incumbent may be called upon to climb, balance, stoop, crouch, kneel, or crawl in an emergency situation. These emergencies may also expose incumbent to moving parts, electrical shock, heights, burns, explosives, chemical and biological agents, fumes, gases, and dust. Incumbent lifts 15-25 lbs. on a daily basis.
- B. Incumbent works normal hours, but may be subject to call-in.
- C. Prescribed uniform or civilian clothing is worn to work.

201.14 TECHNICIAN

I. Purpose: This order establishes Job Task Requirements for the position of Technician.

II. Policy: The incumbent is responsible for a wide range of job responsibilities. He/She is involved in the technical aspects of crime scene and photo work, and may assist with property room management. Incumbent, while performing Technician duties, works under the general direction of the Captain of Criminal Investigation Division.

III. Functions and Duties:

A. Essential

1. Crime Scene Technical

- a) Video records and photographs crime scenes and evidence.
- b) Logs and maps property at crime scenes.
- c) Collects evidence.
- d) Dusts for and lifts latent fingerprints from crime scenes.
- e) Lifts semen, blood, and hair evidence from crime scenes.
- f) Maintains crime scene equipment.
- g) Orders and replaces consumable crime scene equipment.

2. Photo Technical

- a) Oversees film development, logs and stores video, digital photographs, digital recordings, and photographs for future court purposes.

West Lafayette Police Department

Policy Manual

Job Descriptions

- b) Works with FBI lab (Indianapolis) and local labs to reproduce, enhance, or enlarge photographs, as well as slow down or take still photographs from videotapes and digital recordings for court purposes.
- c) Maintains and orders camera equipment as needed.
- d) Maintains storage on and orders film and digital media for entire department.
- e) Holds, copies evidence from, and erases MVR videotapes and digital media for rotation.
- f) Submits yearly film, digital media, and camera equipment budget requests to Criminal Investigations Division Captain .

3. Property Room Management

- d) Returns found property or releases property as ordered by the court or prosecutors.
- e) Updates all case reports when property is entered or released.
- f) Assists with the annual West Lafayette Police Bicycle Auction.
- g) Destroys and records the destruction of any drug or drug paraphernalia no longer needed as evidence.

B. Nonessential:

1. Cleans work area when extra cleaning is needed.

IV. Qualifications:

A. Minimum

1. Must meet requirements of state law and department guidelines.
2. Three years police experience with WLPD.
3. A working knowledge in the operation of cameras and video equipment.
4. Computer competency and knowledge of Windows software.
5. A working knowledge of WLPD's property management system, evidence collection and documentation.

B. Desired:

1. Experience with photo and video equipment.
2. Experience with evidence collection.
3. Time management skills.

West Lafayette Police Department

Policy Manual

Job Descriptions

4. Work experience in any of the essential job responsibilities.

V. Working Environment

- A. Incumbent works normal assigned shift but is subject to after hour and weekend on call duty.

Incumbent is also exposed to all types of weather conditions. Incumbent stands, sits, drives, walks, carries, pushes, and pulls. He/She may also have to climb, balance, stoop, crouch, kneel, and crawl. Incumbent is exposed to moving parts, heights, chemical and biological agents, fumes, and explosives.

- B. Prescribed uniform or approved clothing is worn to work.

201.15 PATROL OFFICER

- I. Purpose: This order establishes the Job Task Requirements for the position of Patrol Officer.

- II. Policy: Incumbent performs duties related to law enforcement such as preventing crimes, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic and enforcing traffic laws. Incumbent serves under the direct supervision of a shift commander.

III. Functions and Duties:

- A. Essential

1. Patrols assigned area on foot or drives vehicle searching for suspicious activity or situations, or checking for persons in need of service.
2. Monitors radio and other communications devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.
3. Assists citizens with problems such as lost children, injured persons, animal bites, locked doors, etc.
4. Refers persons to appropriate social service agencies when situation warrants.
5. Responds to assigned run by driving, walking, or running to specified locations, assesses situation, determines need for other assistance, and takes appropriate action.
6. Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.
7. Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victim, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

West Lafayette Police Department

Policy Manual

Job Descriptions

8. Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.
9. Interviews victims, suspects, and witnesses, and records responses and observations.
10. Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect to detention area.
11. Restrains persons from physically striking or injuring others using appropriate force.
12. Drives vehicle at high speed when situation warrants due to nature of emergency pursuant to departmental policy.
13. Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.
14. Directs vehicular and pedestrian traffic when congestion occurs or as directed.
15. Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantining area, assisting individuals in leaving area, preventing looting, and requesting appropriate assistance.
16. Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools, neighborhoods, and civic organizations projecting positive, professional image as an ambassador for the City of West Lafayette.
17. Writes reports and completes forms as required by operating procedures, and makes oral reports to appropriate personnel. Testifies in court, and prepares for such testimony.
18. Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.
19. Maintains cleanliness of all work areas and any other areas as assigned by Chief of Police.
20. Performs other related duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Extensive knowledge of law enforcement procedures and methods, criminal law procedures, and criminal traffic law.
2. Working knowledge of social service agencies, business, education, civic, and social organizations in assigned area.
3. Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

West Lafayette Police Department

Policy Manual

Job Descriptions

4. Extensive knowledge of streets and alleys layout in assigned area, and working knowledge of street and highway layout in community and surrounding area.
5. The ability to operate a vehicle safely even at high speeds under less than ideal conditions or weather.
6. The ability to physically protect oneself, and restrain others.
7. The ability to use weapons accurately and safely.
8. The ability to use a two-way radio.
9. The ability to communicate with the public in situations which are highly emotional or hostile.
10. The ability to observe and report observations accurately and in detail.
11. The ability to establish rapport with individuals and groups of differing ages, races, and values.
12. The ability to appropriately respond to emergencies from off-duty status.
13. The knowledge of departmental rules and regulations, and departmental general orders.
14. Participates in training on law enforcement procedures, including firearms, criminal justice, and court procedure, and emergency medical aid, and related subjects.
15. Performs physical exercises to maintain physical condition.
16. Meet training requirements prescribed by Indiana Law.
17. Meet all requirements for employment as a Police Officer as prescribed by Indiana Law.
18. Possess a valid driver's license.
19. Must meet requirements as set forth by the West Lafayette Police Merit Commission.
20. Must maintain regular and predictable attendance.

B. Desired:

V. Working Environment

A. Incumbent must be able to sit or stand for long periods, sometimes in extreme weather conditions. He/She is required to lift and carry unconscious people short distances. Incumbent is required to pursue suspects by running, climbing, forcing entry, scaling walls, jumping, and the ability to sustain such activity for long periods of time in situations of personal danger or danger to others.

B. Works a variety of shifts, including weekends and holidays, at the discretion of the Chief of Police. Incumbent is required to respond to emergencies from an off-duty status.

C. Prescribed uniform is worn to work.

West Lafayette Police Department

Policy Manual

Job Descriptions

Patrol Officer (Probationary) shall serve a one year probationary period regarding their position/employment.

Patrol Officer (2nd class) must meet and exceed the functions and qualifications in this job description plus have 1 year of service on the West Lafayette Police Department.

Patrol Officer (1st class) must meet and exceed the job functions and qualifications for Police Officer 2nd class plus have 2 years of service with the West Lafayette Police Department.

201.16 MAINTENANCE TECHNICIAN

I. Purpose: This order establishes the Job Task Requirements for the position of Maintenance Technician.

II. Policy: The incumbent is responsible for a wide range of job responsibilities. He/She assists with the maintenance and repair of equipment, and assists with fleet vehicle maintenance. Incumbent works under the general direction of the Captain of Special Services.

III. Functions and Duties:

A. Essential

1. Training

a) Assists department instructors as needed.

2. Annual auction

a) Assists with the preparation and operation of the annual West Lafayette Police Bicycle Auction.

3. Fleet Vehicle Maintenance

a) Conducts maintenance on vehicles, including oil changes, tires, and any other maintenance or repairs assigned.

b) Works with local car dealerships and street department mechanic to schedule warranty work, bodywork, and normal maintenance.

c) Orders and maintains inventory on tires and oil for fleet vehicles.

d) Maintains computerized maintenance records on fleet vehicles.

e) Assists with the yearly equipment switch over, such as light bars, radio equipment, shotgun rack, etc. from the old fleet cars to the new fleet cars.

f) Orders and keeps in supply, replacement parts for fleet vehicles emergency warning systems.

g) Makes arrangements for and assists with the upkeep, replacement, and re-calibration of fleet vehicles radar equipment.

West Lafayette Police Department

Policy Manual

Job Descriptions

- h) Schedule for, transport for, and assist with the striping of fleet vehicles.
- 4. Other responsibilities (30%)
 - a) Responsible for assisting in keeping inventory on and maintenance of departments PBT's.
 - b) Assist with football weekends, or other special events as assigned.
 - c) Any other assignments as directed by the Chief, Deputy Chief, or Captain of Data Management.
 - d) Assists with carrying out special projects regarding the facility and equipment.
- B. Nonessential:
 - 1. Hangs cabinets, shelves, etc. around the department.
 - 2. Cleans work area when extra cleaning is needed.
 - 3. Transports other personnel as needed.

IV. Qualifications:

A. Minimum

- 1. Must be at least 18 years of age.
- 2. A valid Indiana Driver's License.
- 3. Ability to read and write English.
- 4. A basic working knowledge of vehicle maintenance.
- 5. The ability to communicate tactfully and effectively with the community and city employees.

B. Desired:

- 1. A working knowledge in the operation of cameras and video equipment.
- 2. Computer competency and knowledge of Windows software.
- 3. Time management skills.
- 4. Work experience in any of the essential job responsibilities.

V. Working Environment

A. Incumbent works normal daytime hours, but is subject to occasional after hour and weekend duty. Incumbent is also exposed to all types of weather conditions. Incumbent stands, sits, drives, walks, carries, pushes, and pulls. He/She may also have to climb, balance, stoop, crouch, kneel, lift up to 75 lbs., and crawl. Incumbent is exposed to moving parts, heights, chemical and biological agent, fumes, and explosives.

B. Prescribed uniform is worn to work.

West Lafayette Police Department
Policy Manual

Job Descriptions

201.17 OFFICE MANAGER

I. Purpose: This order establishes the Job Task Requirements for the position of Office Manager.

II. Policy: Incumbent serves under the general direction of the Chief and Deputy Chief of Police. He/She is responsible for answering calls and questions, bookkeeping, filing, and keeping the office organized and efficient.

III. Functions and Duties:

A. Essential

1. Typing

a) Creates documents such as monthly reports, correspondence for both departmental and organizational personnel, minutes of meetings held.

b) Creates forms for departmental use.

2. Bookkeeping

a) Prepares claims, purchase orders, and transfers of funds.

b) Enters data into the computer pertaining to claims processed for payment by the Clerk-Treasurer.

c) Monitors budget balances.

d) Prepares payroll for submission to the City Controller ..

3. Answers the telephone and refers calls to proper personnel.

4. Prepares Workers' Compensation Claims submitted to the Human Resources Representative. Reports those claims to Workers' Compensation.

5. Maintains files, keeps confidential aspects of job information.

6. Performs other related duties as required.

B. Nonessential:

1. Faxing

3. Updates department rosters as needed.

IV. Qualifications:

A. Minimum

West Lafayette Police Department

Policy Manual

Job Descriptions

1. Must be 18 years of age or older.

 3. Must type proficiently.

 4. Must successfully pass a typing test with a minimum of 40 words per minute.

 5. The ability to keep confidential aspects of job information.

 6. Must successfully pass a spelling and grammar test approved by the department.

 7. Must possess the ability to communicate effectively.

 8. Meets all requirements prescribed by Indiana Law.

 9. Maintains regular and predictable attendance.
- B. Desired:
1. The ability to maintain files, keep confidential aspects of job information.

 2. General knowledge of office procedures.

 3. The ability to get along and deal tactfully with others.

 4. The ability to operate and function within a normal office environment.

V. Working Environment

- A. Incumbent spends 100% of the day in the office environment. He/She spends most of the day sitting, but some time is spent standing or walking.

- B. Incumbent works normal hours and must wear professional dress to work.

201.18 SYSTEM MANAGER

- I. Purpose: This order establishes the Job Task Requirements for the position of System Manager.
-
- II. Policy: Incumbent is responsible for managing the computer system and Records Division of the West Lafayette Police Department. He/She also helps to process departmental data. Incumbent works under the direct supervision of the Captain of Special Services.

III. Functions

A. Essential

1. Processes and files daily case reports.

2. Assists individuals inquiring about accidents, court dates, fingerprints, record checks, etc. either by telephone or in person.

West Lafayette Police Department

Policy Manual

Job Descriptions

3. Processes the department's mail on a daily basis.
4. Processes the monthly FBI reports to include the year-end report.
5. Processes warrants and protective orders to including entering them into the computer, continuous updating and backgrounds.
6. Maintains the computer systems and printers.
7. Files all crash reports once they have completed the review process and transmits them to the State.
8. Processes the hate/bias crimes and the juvenile detention reports.

B. Nonessential:

1. Orders supplies when needed for the police department.
2. Takes outgoing mail to the post office.

IV. Qualifications:

A. Minimum

1. Must be 18 years of age or older.
3. Meets all requirements prescribed by Indiana Law.
4. Must successfully pass a typing test with a minimum of 40 words per minute.
5. Must successfully pass departmental spelling and grammar tests.
6. The ability to communicate effectively and tactfully .
7. The ability to keep confidential aspects of job information.

B. Desired:

1. A BA or BS from an accredited university or college.
2. Knowledge of computers and their programs.

V. Working Environment

- A. Incumbent spends most of his/her day in the general office environment. He/She must occasionally stoop or crouch to reach files.

West Lafayette Police Department

Policy Manual

Job Descriptions

B. Incumbent works normal hours, but is on call for computer system problem solving on a 24 hour basis.

C. Casual and professional clothes are worn for work.

201.19 DATA PROCESSOR (FULL TIME/PART TIME)

I. Purpose: This order establishes the Job Task Requirements for the position of Data Processor.

II. Policy: Incumbent performs duties related to the entry of departmental data into computers. Incumbent also provides reports involving department data and produces police paperwork. Incumbent works under the direct supervision of the Captain of Special Services.

III. Functions and Duties

A. Essential

1. Processes and files daily case reports.
2. Answers telephone to assist individuals inquiring about accident information, court dates, fingerprint appointments, etc.
3. Assists individuals requesting accident reports, general information, etc.
4. Processes the department mail and distributes to proper divisions.
5. Processing of warrants including entering them into the computer, updating continuously, and entering backgrounds.
6. Enters all traffic citations and warning tickets issued by the department into RMS on a daily basis.
7. Performs other related duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. The ability to maintain files, keep confidential aspects of job information.
2. Computer experience..
3. The ability to get along and deal tactfully with others.
4. Performs clerical functions performed according to standard office procedure.

West Lafayette Police Department

Policy Manual

Job Descriptions

5. The ability to operate and function within a normal office environment.

6. Must be 18 years of age or older.

8. Meets all requirements prescribed by Indiana Law.

9. The ability to communicate effectively.

B. Desired:

V. Working Environment

A. Incumbent works in the indoor office environment 100% of the day. Incumbent required to sit for long periods and concentrate intensely. He/She must also work in close quarters.

B. Incumbent works normal hours.

C. Casual and professional clothes are worn for work.

201.20 SCHOOL CROSSING GUARD

I. Purpose: This order establishes the Job Task Requirements for the position of School Crossing Guard.

II. Policy: The school crossing guard stops vehicular traffic to allow elementary school age children to safely cross the street in designated school zones. Hand gestures, verbal commands, and hand held signs will be used to control pedestrian and vehicular traffic. Moving into oncoming traffic and remaining in the intersection is required while the children are crossing the street. Also he/she reports safety concerns and violations to the West Lafayette Police Department.

III. Functions and Duties

A. Essential (100% of time spent watching for children and assisting them in crossing the street)

1. Must be able to perform without constant/direct supervision.

2. Must be available to work split shifts (morning/afternoon).

3. Must be able to communicate in English.

4. Must have the visual ability to determine when approaching traffic may be safely stopped.

5. Must have the physical mobility to effectively enter the street, signal traffic to stop, and remain there until the children safely cross.

6. Must be able to hold a portable stop sign and rotate it, so it may be seen from all four directions.

7. Must report for duty promptly at the assigned times.

West Lafayette Police Department
Policy Manual

Job Descriptions

B. Nonessential:

IV. Qualifications:

A. Minimum:

B. Desired:

V. Working Environment

A. He/She must be able to remain outside exposed to the elements for periods in excess of thirty minutes. He/She might be exposed to extreme conditions.

B. Must be able to cope with young children that may fail to follow direction.

201.21 CODE ENFORCEMENT SUPERVISOR

I. Purpose: This order establishes the Job Task Requirements for the position of Supervisor Code Enforcement Division.

II. Policy: The incumbent is responsible for overseeing the operations of the Community Services Division and the coordination of all services. He/She will be the lead investigator on over-occupancy issues and will provide support, as needed, on nuisance and other code issues.

Incumbent will supervise and evaluate employees who work in Parking Enforcement, Animal Control/Court Bailiff and Nuisance Enforcement areas.

III. Function and Duties:

A. Essential

1. Maintains assigned employees schedule books and coordinates employees work schedules.
2. Completes assigned employees bi-annual performance evaluations and submits to the Patrol Commander for review.
3. Responsible for the investigation of over-occupancy. Duties include the intake, research and follow up of complaints of this nature using all resources available to investigate the complaint.
 - a. All complaints of this nature will be investigated and documented.
 - b. Once the investigation is complete, follow up with involved parties will be completed.

West Lafayette Police Department

Policy Manual

Job Descriptions

4. Responsible for property inspections for nuisance violations. Duties include intake, investigation, and follow up of complaints of this nature. Consistent observation for issues of nuisance violations is required.
 - a. All violations of this nature will be investigated and documented.
 - b. Once the investigation is complete, follow up with involved parties will be completed.
5. Responsible for the investigation and documentation of other violations of city code that involve quality of life issues in the neighborhoods.
6. Neighborhood/Public Resource: Contact with neighborhood associations, tenants, landlords and the public on issues regarding over-occupancy, nuisances and housing complaints. Provides information on departmental actions to the public and complainants as necessary.
7. Responsible for the research, preparation of reports and letters, and the maintenance of files and databases as necessary for the completion of all essential job functions.

B. Nonessential:

1. Attend community meetings and provide information on neighborhood issues.
2. Assist in the other Code Enforcement activities as directed. Duties to include but not limited to planning, statistical analysis, and report preparation.
3. Assist in all division projects and tasks as may be assigned.

IV. Qualifications:

A. Minimum

1. Have management experience in personnel and operations.
2. Have basic knowledge of investigative practices and skills.
3. Working knowledge of occupancy and nuisance ordinances and city codes.
4. Meticulous attention to detail and the ability to prioritize task.
5. Computer competency in Windows and database management.
6. Demonstrates ability in written and oral communication.
7. Experience in dealing with the public and conflict resolution.
8. Must have a valid Indiana Driver's License.

V. Working Environment:

West Lafayette Police Department

Policy Manual

Job Descriptions

- A. Incumbent works normal daytime hours, occasional after office hours work will be needed to attend meetings with neighborhood groups and other organizations.
- B. Employee will wear the approved uniform during business hours.
- C. Exposure to extreme hot and cold temperatures may occur due to the nature of the code enforcement process.

201.22 NEIGHBORHOOD RESOURCE OFFICER

I. Purpose: This order establishes the Job Task Requirements for the position of Neighborhood Resource Officer.

II. Policy: The Neighborhood Resource Officer enforces West Lafayette City Parking Code primarily and as directed. The Neighborhood Resource Officer enforces City Ordinance as needed or directed. The Neighborhood Resource Officer will respond to animal complaints, informs the public regarding the city code pertaining to animals, and enforces those codes. The Neighborhood Resource Officer will serve under the direct supervision of the Neighborhood Resources Supervisor and the Patrol Commander.

III. Functions and Duties:

A. Essential

- 1. Patrols West Lafayette on foot or driving a vehicle.
- 2. Removes and disposes of deceased animals on public property and assists citizens in removing and properly disposing of deceased animals on private property when necessary.
- 3. Monitors radio and other communications devices to receive assigned calls.
- 4. Responds to assigned calls by driving, walking, or running to specified location, assess situation, determine if additional assistance is required and take appropriate action.
- 5. Complies with all state laws, city codes, and O.S.H.A. regulations pertaining to animals, parking, and traffic.
- 6. Maintains visibility in the community by talking with citizens and providing information, providing a positive, professional image for the City of West Lafayette.
- 7. Observes for violations of City Ordinance related to Nuisance Code.
- 8. Writes reports, complete forms, makes oral reports and testifies in court.
- 9. Participates in training pertaining to duties.
- 10. Properly maintain uniforms and other issued equipment.
- 11. Maintains cleanliness in all work areas.

West Lafayette Police Department

Policy Manual

Job Descriptions

12. Performs other duties as assigned.

IV. Qualifications:

A. Minimum requirements:

1. Speak, read, and write English.
2. Maintain good physical condition.
3. Meet all requirements for employment as prescribed by Indiana Law.
4. Have the ability to operate a vehicle safely, under less than ideal conditions.
5. Have the ability to use a two-way radio.
6. Have the ability to do computer entry of parking tickets and reports.
7. Have the ability to operate passenger cars and light duty trucks.
8. Maintain knowledge and understanding of current department rules, regulations, policies, and procedures.
9. Must possess a valid Indiana Driver's License.
10. Have the ability to lift no more than 75 pounds in weight.
11. Maintain availability for call-in from off-duty status as stipulated in policy.
12. Monitor department supplied cell phone.

B. Desired requirements:

1. Have knowledge of West Lafayette City Court Procedures.
2. Have knowledge of Police Department operations.
3. Have knowledge of streets and alleys in the West Lafayette area.
4. Have knowledge of related service in the community.
5. Have knowledge of State and Local laws and ordinances related to parking.

V. Working Environment

- A. Incumbent stands, sits, drives, walks, carries, pushes and pulls. He/She may also have to stoop, crouch, kneel, and lift up to 75 lbs., and is exposed to fumes.
- B. Incumbent works normal daytime hours, but is subject to occasional after hour and weekend duty. Incumbent is also exposed to all types of weather conditions.
- C. Be subject to call out on a twenty-four hour basis after his/her regular duty hours.

West Lafayette Police Department

Policy Manual

Job Descriptions

D. Have the ability to stand or sit for long periods of time, sometimes in extreme weather conditions.

E. Prescribed uniform is worn for work.

201.23 NEIGHBORHOOD RESOURCE OFFICER – REGULAR PART-TIME POSITION

I. Purpose: This order establishes the Job Task Requirements for the position of Regular Part-Time Neighborhood Resource Officer.

II. Policy: The Regular Part-Time Neighborhood Resource Officer enforces West Lafayette City Parking Code primarily and as directed. The Regular Part-Time Neighborhood Resource Officer enforces City Ordinance as needed or directed. The Regular Part-Time Neighborhood Resource Officer will serve under the direct supervision of the Neighborhood Resources Supervisor and the Patrol Commander.

III. Functions and Duties:

A. Essential:

1. Patrols West Lafayette on foot or driving a vehicle searching for violations relating to parking.
2. Observes for violations of City Ordinance related to Nuisance Code.
3. Writes reports, complete forms, makes oral reports and testifies in court.
4. Participates in training pertaining to duties.
5. Properly maintain uniforms and other issued equipment.
6. Maintains cleanliness in all work areas.
7. Performs other duties as assigned.

B. Nonessential:

IV. Qualifications:

A. Minimum requirements:

1. Speak, read, and write English.
2. Maintain good physical condition.
3. Meet all requirements for employment as prescribed by Indiana Law.
4. Have the ability to operate a vehicle safely, under less than ideal conditions.

West Lafayette Police Department

Policy Manual

Job Descriptions

5. Have the ability to use a two-way radio.
 6. Have the ability to do computer entry of parking tickets and reports.
 7. Have the ability to operate passenger cars and light duty trucks.

 9. Maintain knowledge and understanding of current department rules, regulations, policies, and procedures.
 10. Must possess a valid Indiana Driver's License.
- B. Desired requirements:
1. Have knowledge of West Lafayette City Court Procedures.
 2. Have knowledge of Police Department operations.
 3. Have knowledge of streets and alleys in the West Lafayette area.
 4. Have knowledge of related service in the community.
 5. Have knowledge of State and Local laws and ordinances related to parking.

V. Working Environment

- A. Incumbent stands, sits, drives, walks, carries, pushes, and pulls. He/She may also have to stoop, crouch, kneel, and lift up to 75 lbs., and is exposed to fumes.
- B. Incumbent works normal daytime hours, but is subject to occasional after hour and weekend duty. Incumbent is also exposed to all types of weather conditions.
- C. Prescribed uniform is worn for work.

201.24 TIPPECANOE COUNTY DRUG TASK FORCE ASSIGNMENT

I. Purpose: This order establishes the Job Task Requirements for officers assigned to the Tippecanoe County Drug Task Force.

II. Policy: Incumbent must be available 24 hours a day 7 days a week (except during vacation) for short notice work. Incumbent must exercise a great deal of discretion in maintaining confidentiality with regard to narcotics suspects, investigations, and the identity of informants. Incumbent must maintain a good working relationship with all local police agencies for the effective transfer of narcotics information. Incumbent reports to the commander of the Criminal Investigation Division.

III. Functions and Duties: (includes, but is not limited to)

West Lafayette Police Department

Policy Manual

Job Descriptions

A. Essential

1. Perform covert surveillance of narcotics suspects.
2. Work with confidential informants
 - a. Obtain statements
 - b. Plan narcotics buys
 - c. Accompany informants on narcotics buys
 - d. Determine reliability and usefulness of information
3. Work with the Prosecutor's office.
 - a. Preparation of:
 1. Affidavit of Probable Cause
 2. Search Warrants
 3. Charging Information
 4. Plea Agreements
 5. Asset Forfeiture Information
 6. Available for:
 - a. Witness conferences
 - b. Depositions
 - c. Court testimony
7. Operate covert surveillance equipment during controlled narcotics purchases.
8. Conduct undercover narcotics buys as needed.
9. Work with other police agencies in obtaining and relaying information obtained regarding other non-narcotics charges.
10. Serve search warrants
11. Effectively seize, mark and log evidence seized or purchased during narcotics investigations.
12. Complete reports regarding investigations to include:
 - a. Surveillance log
 - b. Informant history
 - c. Narratives
 - d. Other documentation required for effective investigation and prosecution of narcotics suspects.

West Lafayette Police Department

Policy Manual

Job Descriptions

13. Provide assistance, guidance, and/or training to officers conducting narcotics investigations.
14. Interview and record statements made by suspects during narcotics investigations.
15. Maintain work record and, when possible, reschedule all overtime worked during the pay period.

IV. Qualifications:

A. Minimum

1. Must meet or exceed all minimum requirements for all preceding ranks.
2. Must have at least two years of service with the West Lafayette Police Department.

B. Desired

1. Possesses analytical skills.
2. The ability to maintain the highest degree of confidentiality.
3. The ability to communicate effectively and tactfully in English.
4. The ability to work with other agencies.

V. Working Environment: Incumbent spends most of the day sitting in the general office environment, or in a vehicle. He/She may be exposed to extreme weather conditions. Incumbent may be called upon to climb, balance, stoop, crouch, kneel, or crawl in an emergency situation. These emergencies may also expose incumbent to moving parts, electrical shock, heights, burns, explosives, chemical and biological agents, fumes, gases, and dust. Incumbent lifts 15-25 lbs. on a daily basis.

A. Incumbent works irregular hours.

B. Civilian clothing is worn to work.

201.25 COMMUNICATIONS CENTER SUPERVISOR

I. Purpose: This order establishes the Job Task Requirements for the position of Communications Center Supervisor.

II. Policy: Incumbent performs duties related to radio monitoring, assisting citizens, and maintaining records for the department. Incumbent reports directly to the Captain of Patrol and works under the general direction of the Shift Commanders.

III. Functions and Duties:

West Lafayette Police Department

Policy Manual

Job Descriptions

A. Essential

1. Maintains work schedule books for all dispatchers. At the end of the pay period turns in work schedule books for dispatch personnel to the Captain of Patrol for review and approval.
2. Coordinates scheduling issues for dispatch personnel (covering shortages, scheduling vacations, scheduling personal days, etc.).
3. Work in conjunction with the Shift Commanders and the Captain of Patrol to complete evaluations of dispatch personnel.
4. Work in conjunction with Shift Commanders to address any personnel issues related to dispatch personnel.
5. Work in conjunction with the Captain of Special Services and Captain of Patrol to coordinate training.
6. Serve as the IDACS Coordinator.
7. Assist with the hiring process pertaining to open dispatcher positions as directed.
8. Meets with the Captain of Patrol at least weekly for a briefing regarding the operation of dispatch and any other related issues.
9. Monitors radio and other communication devices, assign runs, and maintains awareness of activities assigned to Police/Fire Personnel.
10. Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, etc. by assigning Patrol Officers.
11. Refers persons to appropriate social service agencies when situation warrants.
12. Prepares reports and completes forms as required by operating procedure, and make oral reports to appropriate evidence.
13. Testifies in court, prepares for such testimony by reviewing reports and notes, meets with attorneys and obtains appropriate evidence.

14. Maintains daily records, files, and logs that pertain to the Communications Room and reception counter.
15. Refers telephone calls to proper divisions in the police department.
16. Refers all legal questions, etc. from the public to the OIC.
17. Enters data into IDACS/NCIC as directed by the OIC.
18. Remains in Communications Room unless permission to leave is granted.
19. Relays necessary information to oncoming dispatchers at shift change.
20. Participates in training on communications procedures, IDACS, and related subjects.

West Lafayette Police Department

Policy Manual

Job Descriptions

21. Performs other related duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Must be 18 years of age or older.
3. Meets all requirements prescribed by Indiana Law.
4. Must successfully complete a spelling and grammar test approved by the department.
5. Must successfully complete the Basic Communications Officers Course at the Indiana Law Enforcement Academy, Basic IDACS/NCIC Certification Course, and all required recertification courses.
6. Must possess excellent communication skills. .
7. The ability to make decisions under pressure which involve emergency situations.
8. Maintain equipment.
9. Must successfully pass a Background Investigation consisting of criminal history, employment record, or other information pertaining to suitability with the department.
10. Extensive knowledge of communications center radios, computers, telephones, IDACS System, the RMS System, and other computer software as assigned
11. Knowledge of social service agencies, business, education, civic, and social organizations in the community.
12. Extensive knowledge of streets and alleys in the city and working knowledge of street and highway layout in surrounding area.
13. The ability to keep confidential aspects of job information.

B. Desired:

V. Working Environment

- A. Incumbent spends 100% of the day in the office environment. He/She must be able to work as a member of a team and independently, perform complex tasks during life-threatening emergencies.

West Lafayette Police Department

Policy Manual

Job Descriptions

Incumbent works for long periods of time, requiring intense concentration. Incumbent must be able to work in close quarters for long periods of time.

- B. Prescribed duty wear is worn for work.

201.26 ASSISTANT COMMUNICATIONS CENTER SUPERVISOR

I. Purpose: This order establishes the Job Task Requirements for the position of Assistant Communications Center Supervisor.

II. Policy: Incumbent performs duties related to radio monitoring, assisting citizens, and maintaining records for the department. Incumbent reports directly to the Communications Center Supervisor and the Patrol Commander. Incumbent works generally under the direction of the Shift Commanders.

III. Functions and Duties:

A. Essential

- 1. Assists Communications Center Supervisor in maintaining shift schedules and books for dispatch personnel. At the end of the pay period, submits books to Patrol Commander for review and approval in the absence of the Communications Center Supervisor.
- 2. Coordinates scheduling issues for dispatch personnel with Communications Center Supervisor (covering shortages, scheduling vacations, scheduling personal days, etc.)
- 3. Work in conjunction with Communications Center Supervisor, Patrol Commander, and Shift Commanders to complete evaluations of dispatch personnel.
- 4. Work in conjunction with Communications Center Supervisor, patrol Commander, and Shift Commanders to address any disciplinary issues related to dispatch personnel.
- 5. Manage training and certifications in conjunction with the Training Sergeant, and Operations Captain for dispatch personnel.
- 6. Serve as Assistant IDACS Coordinator.
- 7. Assist with hiring process for open dispatch positions as directed.
- 8. Meets with the Communications Center Supervisor weekly for a briefing regarding the operation of dispatch and other related issues at shift change. No OT is accrued for weekly briefings.
- 9. Supervise night shift dispatch personnel under direction of the Communications Center Supervisor.
- 10. Monitors radio and other communication devices, assign runs, and maintains awareness of activities assigned to Police and Fire personnel.

West Lafayette Police Department

Policy Manual

Job Descriptions

11. Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, etc. by assigning patrol officers.
12. Prepares reports and completes forms as required by operating procedure, and make oral reports as requested.
13. Testifies in court. Prepares for such testimony by reviewing reports and notes, meets with attorneys, and obtains appropriate evidence as directed.

14. Maintains daily records, files, and logs that pertain to the Communication Room.
15. Refers telephone calls to proper divisions within the police department.
16. Refers all legal questions, etc. from the public to the OIC.
17. Enters data into the IDACS/NCIC system as needed or directed by the OIC.
18. Remains in Communications Room unless permission to leave granted by the OIC
19. Relays necessary information to oncoming dispatchers at shift change.
20. Participates in training as assigned.
21. Performs other duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Must be 18 years of age or older.
2. Maintains telephone service and updates the police department on any changes.
3. Meets all requirements as prescribed by Indiana Law.
4. Must successfully complete the Basic Communications Officers Course at ILEA, basic IDACS/NCIC certification course and all recertification courses.
5. Must successfully complete front line supervisor training as required by the patrol commander.
6. The ability to orally communicate with people effectively.
7. The ability to make decisions under pressure during emergency situations.
8. Maintains assigned equipment and work area.
9. Must successfully pass a background investigation consisting of criminal history, employment record, and other information pertaining to suitability with the department.
10. Extensive knowledge of communications center radios, computers, telephones, IDACS, RMS, and other computer software as assigned.

West Lafayette Police Department

Policy Manual

Job Descriptions

11. Working knowledge of social service agencies, education, civic, and social organizations in the community.
12. Extensive knowledge of street, alleys, and layout of highways in and around assigned jurisdiction.
13. The ability to keep confidential various aspects of job related information.

V. Working Environment:

- A. Incumbent spends 100% of the day in an office environment. He or she must be able to work as a member of a team and independently, perform complex tasks during life-threatening emergencies. Incumbent works for long time periods, requiring intense concentration. Incumbent must be able to work in close quarters for long time periods.
- B. Prescribed duty wear is worn for work.

201.27 PATROL DISPATCHER

I. Purpose: This order establishes the Job Task Requirements for the position of Patrol Dispatcher.

II. Policy: Incumbent performs duties related to radio monitoring, assisting citizens, and maintaining records for the department. Incumbent reports to a Shift Commander and the Communications Center Supervisor.

III. Functions and Duties:

A. Essential

1. Monitors radio and other communication devices, assign runs, and maintains awareness of activities assigned to Police/Fire Personnel.
2. Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, etc. by assigning Patrol Officers.
3. Refers persons to appropriate social service agencies when situation warrants.
4. Prepares reports and completes forms as required by operating procedure, and make oral reports to appropriate evidence.
5. Testifies in court, prepares for such testimony by reviewing reports and notes, meets with attorneys and obtains appropriate evidence.
6. Maintains daily records, files, and logs that pertain to the Communications Room.
7. Refers telephone calls to proper divisions in the police department.

West Lafayette Police Department

Policy Manual

Job Descriptions

8. Refers all legal questions, etc. from the public to the OIC.
9. Enters data into IDACS/NCIC as directed by the OIC.
10. Remains in Communications Room unless permission to leave is granted.
 - a. Dispatch breaks are not to be taken during peak hours (rush hours, weekday lunch hour, bar closing time).
 - b. Dispatchers will log-off CAD (not the whole system) when leaving for break and log back in upon return.
 - c. Dispatchers will send an MCT message or call their shift commander to notify the commander that they are going on break.
 - d. Dispatchers are allowed a total of 60-minute break in their work shift. (this is a paid break) WLPD Dispatchers may choose to use the break period in one 60 minute block for the purpose of utilizing the WLPD exercise facility. Dispatchers will carry a portable radio and return to the dispatch center if necessary to satisfy call volume. Dispatchers may leave the Tippecanoe County Jail property for up to 30 minutes for meals (again taking the portable radio). They can take the remaining 30 minutes after returning to Jail property or break it into 2 15-minute blocks of time that can be taken elsewhere during the shift.
11. Relays necessary information to oncoming dispatchers at shift change.
12. Participates in training on communications procedures, IDACS, and related subjects.
13. Performs other related duties as required.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Must be 18 years of age or older.
3. Meets all requirements prescribed by Indiana Law.
4. Must successfully complete a spelling test and verbal grammar test approved by the department.
5. Must successfully complete the Basic Communications Officers Course at the Indiana Law Enforcement Academy, Basic IDACS/NCIC Certification Course, and all required recertification courses.
6. The ability to orally communicate with people effectively.

West Lafayette Police Department

Policy Manual

Job Descriptions

7. The ability to make decisions under pressure which involve emergency situations.
8. Maintain equipment.
9. Must successfully pass a Background Investigation consisting of criminal history, employment record, or other information pertaining to suitability with the department.
10. Extensive knowledge of communications center radios, computers, telephones, IDACS System, the RMS System, and other computer software as assigned.
11. Working knowledge of social service agencies, business, education, civic, and social organizations in the community.
12. Extensive knowledge of streets and alleys in the city and working knowledge of street and highway layout in surrounding area.
13. The ability to keep confidential various aspects of job information.

B. Desired:

V. Working Environment

- A. Incumbent spends 100% of the day in the office environment. He/She must be able to work as a member of a team and independently, perform complex tasks during life-threatening emergencies. Incumbent works for long periods of time, requiring intense concentration. Incumbent must be able to work in close quarters for long periods of time.

- B. Prescribed duty wear is worn for work.

201.28 PROPERTY & EVIDENCE MANAGER/PROGRAMS DIRECTOR

I. Purpose: This order establishes Job Task Requirements for the position of Property & Evidence Manager/Programs Director.

II. Policy: The incumbent is responsible for a wide range of job responsibilities. He/She will deal primarily with the management of the property room and evidence management. Incumbent will also manage and direct programs and community outreach for the department. The incumbent will serve under the general direction of the Captain of Special Services.

III. Functions and Duties:

A. Essential:

Property Room Management (70%)

1. Intakes and processes all evidence and found property for the entire department.

West Lafayette Police Department

Policy Manual

Job Descriptions

- a) Receives, logs, and stores seized property and evidence.
 - b) Performs data entry of seized property in the Records Management System (RMS) and keeps track of warehoused items.
 - c) Accesses court dockets via internet to determine status of seized property and evidence.
 - d) Conducts criminal records checks and property checks using IDACS and NCIC to determine status of property and evidence.
 - e) Prepare and transport evidence to court when needed.
 - f) Testify in court, when necessary, to chain of custody of items of evidence.
 - g) Contact officers and detectives to clarify disposition of evidence/property.
 - h) Transport evidence to the state police laboratory as needed.
 - i) Update all case reports and prepare paperwork when property is released.
 - j) Properly destroy and document the destruction of any property no longer needed as evidence as deemed by the courts or rules of evidence.
 - k) Periodically prepare property to be released for sale by department policy.
 - l) Maintain the lab, lab equipment, and assist Technicians with the purchase of supplies and equipment they need for evidence collection.
 - m) Manage DVR cards and purge video from the system as necessary.
 - n) Assist with body camera video as needed.
2. Director of Programs (30%)
- a) Oversee all RAD programs for the department.
 - b) Conduct and coordinate all department Safe Training Classes.
 - c) Manage the department web based programs such as face book, twitter and other electronic media used by the department.
 - d) Assist when needed with community outreach and police related events.

IV. Qualifications:

A. Minimum:

1. Five years police experience or equivalent education and training.
2. Computer competency and knowledge of Windows Software and other related software operating systems.
3. A working knowledge in the operations of cameras and video equipment.

West Lafayette Police Department

Policy Manual

Job Descriptions

4. A working knowledge of WLPD's property management system, evidence collection, and documentation.
5. Basic knowledge of the rules of evidence and court proceedings.
6. Ability to properly handle (with training) biologically hazardous material.
7. Ability to properly handle dangerous weapons and assure safety protocol.

V. Working Environment

A. Incumbent works normal daytime hours but is subject to after hour or weekend emergency call in. Incumbent primarily works inside but periods of outside work may be required. He/She will spend periods of time sitting, standing, walking, driving, and may be required to carry items related to assigned duties.

B. Incumbent will wear business casual attire to work or as assigned by the supervisor according to duties.

Departmental Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Departmental Directives.

202.2 POLICY

Departmental Directives will be used to modify policies of the West Lafayette Police Department when an immediate need to adopt a policy or procedure exists, in order to best meet the mission of the Department.

202.3 PROTOCOL

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

The Special Services Division Commander or the authorized designee should ensure that all Departmental Directives are disseminated appropriately. Departmental Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Departmental Directive is rescinded or has been formally adopted into the Policy Manual.

202.3.1 PROCEDURES AND PRACTICES

Departmental Directives will also be used as provided in this policy to address department procedures and practices not addressed in this Policy Manual.

202.4 RESPONSIBILITIES

202.4.1 COMMAND STAFF

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

202.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Departmental Directives.

202.4.3 LEGAL SUFFICIENCY

The Chief of Police or the authorized designee is responsible for ensuring that all policies and procedures are in compliance with Indiana law.

202.5 ACCEPTANCE OF DIRECTIVES

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

West Lafayette Police Department

Policy Manual

Departmental Directives

202.5.1 DOCUMENTATION

The Special Services Division Commander should develop a system, approved by the Chief of Police, for documenting member receipt of Departmental Directives.

Emergency Operations Plan

203.1 PURPOSE AND SCOPE

This policy clarifies the role of the West Lafayette Police Department and responsibilities of its members pertaining to large-scale emergencies and the Indiana Emergency Operations Plan.

203.2 POLICY

The West Lafayette Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (I.C. § 10-14-3-9; I.C. § 10-14-3-10.8).

The City Emergency Operations Plan complies with the State of Indiana's Emergency Operation Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required.

203.2.1 WEST LAFAYETTE CODES/ORDINANCES

An emergency management organization has been established by the City of West Lafayette. This ordinance has been approved by the City Council (I.C. § 10-14-3-17).

203.3 DEPARTMENT RESPONSIBILITIES

The Department shall enforce the orders, rules and regulations issued pursuant to the Emergency Operations Plan (I.C. § 10-14-3-24).

203.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

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

203.4.1 RECALL OF PERSONNEL

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

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

203.5 AFTER-ACTION REPORTS

After-action reports should be prepared for any natural or manmade disasters or unusual incidents, as determined by the Chief of Police. The Incident Commander should prepare a comprehensive after-action report of the event, which should include:

- (a) The date, time and description of the event.
- (b) The actions taken and outcomes (e.g., injuries, property damage, arrests, costs).
- (c) Any identified problems.

West Lafayette Police Department
Policy Manual

Emergency Operations Plan

- (d) Significant events.
- (e) Recommendations for improvement. Opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

203.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions.

203.7 TRAINING

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

203.8 INCIDENT MANAGEMENT/DOMESTIC PREPAREDNESS PLAN

Incident Management / Domestic Preparedness Plan:

See attachment: [Incident Management.pdf](#)

Training

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with Indiana Law Enforcement Training Board rules and regulations concerning law enforcement training.

204.4 TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. All training will be documented within the ILEA Acadis system.

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

The training requirements established by the Indiana Law Enforcement Training Board are only the minimum qualification standards and training requirements for officers. Additional training should be completed as necessary and appropriate (I.C. § 5-2-1-1).

204.4.1 GOVERNMENT-MANDATED TRAINING

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

- (a) Federally mandated training:

1. National Incident Management System (NIMS) training

West Lafayette Police Department

Policy Manual

Training

- (b) State-mandated training for officers requires completion of (I.C. § 5-2-1-9):
1. Pre-basic training before making any arrest, conducting a search or carrying a firearm (250 I.A.C. 2-6-1).
 2. Certified basic law enforcement training and licensing examination within one year of their appointment (250 I.A.C. 2-2-1).
 - (a) The basic law enforcement training requirement may be waived if the officer is eligible for licensure by meeting training and licensure standards within the parameters set by the Indiana Law Enforcement Training Board (250 I.A.C. 2-2-1).
 3. Annual in-service training (I.C. § 5-2-8-1; I.C. § 5-2-8-2; I.C. § 5-2-8-5; I.C. § 36-8-3-20; 250 I.A.C. 2-7-1).

204.4.2 ACCREDITATION TRAINING

The Indiana Law Enforcement Accreditation Commission (ILEAC) requires or recommends the following training for all members:

- (a) Required training:
1. All members shall receive training on the Personnel Complaints Policy.
 2. Appropriate members are trained to conduct and interview/interrogation.
 3. Appropriate members are trained in conducting preliminary investigations.
 4. Appropriate members are trained in conducting follow-up investigations.
 5. Appropriate members receive annual in-service training in handling family violence cases.
 6. Appropriate training to supervisors and managers within 12 months of their promotion and appropriate to the position/rank.
- (b) Recommended training:
1. All members should receive training on the Standards of Conduct Policy.

204.4.3 MOTORCYCLE UNIT SPECIALIZED TRAINING

The motorcycle unit will maintain a motorcycle training manual reflecting current certification and training of members, requirements for recertification and any other pertinent information to prove proper certification and training of the unit. The traffic unit sergeant will retain this responsibility.

Training:

1. Formal training will be provided by a certified motor officer instructor.
 - a. The training consists of at least 80 hours. The objectives of the training program are to teach familiarity with the assigned motorcycle; the coordination of clutch and throttle; the ability to

West Lafayette Police Department

Policy Manual

Training

maneuver through slow and fast traffic, right and left lanes; working through stopped traffic; the art of shifting body weight in tight turns; and depth perception.

2. Once the selected officer has satisfactorily completed his basic motorcycle training, he/she will be assigned to the motorcycle unit. Should a selected officer fail to satisfactorily complete his/her skills tests during the 80-hour training, they will be removed from the unit, and another officer will be selected.

3. After appointment to the motorcycles unit, a re-qualifying proficiency test may be required at certain intervals.

a. A minimum score of 70 percent is needed to re-qualify. If a motor officer does not achieve a 70 percent score, another attempt to requalify will be conducted at the next monthly practice. If unsuccessful, the motor officer will be removed at supervisor's discretion after conferring with the chain of command.

204.5 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable.
- (c) Officers and employees are expected to attend any school or training session organized or provided for the department, or to attend any school or training session to which they are assigned. They shall report to such training sessions, classes or schools at the appointed time, promptly, and be neat in the required dress. In the event of schools or training sessions the officer shall be reimbursed for actual expenses incurred in line with city policy.

204.6 DAILY TRAINING BULLETINS

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

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Officer. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should

West Lafayette Police Department

Policy Manual

Training

log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

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

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

204.7 TRAINING RECORDS

The Chief of Police or his designee shall submit a written report to the Executive Director of the Indiana Law Enforcement Training Board detailing the basic and in-service training status of each officer by March 31 each year (I.C. § 5-2-1-1).

The Training Officer is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

Electronic Mail

205.1 PURPOSE AND SCOPE

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

205.2 POLICY

West Lafayette Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Indiana Access to Public Records Act).

205.3 PRIVACY EXPECTATION

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

205.4 RESTRICTIONS ON USE OF EMAIL

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

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

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

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

205.5 EMAIL RECORD MANAGEMENT

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

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

West Lafayette Police Department
Policy Manual

Electronic Mail

205.6 EMAIL CONTENT REVIEW

To remain informed and current, all employees are required to review their e-mail daily when reporting for duty.

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

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

206.2 POLICY

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

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control and activity levels to meet the needs of members and the goals of the Department.

Retired Officer Identification Card

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of retired officer identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Indiana law (18 USC § 926C; I.C. § 35-47-15-1 et seq.).

207.2 POLICY

The West Lafayette Police Department will provide identification cards to qualified former or retired officers as provided in this policy.

207.3 LEOSA

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

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

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

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

207.3.2 AUTHORIZATION

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

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency

West Lafayette Police Department

Policy Manual

Retired Officer Identification Card

to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by Indiana law or by a private person or entity on his/her property if such prohibition is permitted by Indiana law.

207.4 RETIRED OFFICER IDENTIFICATION CARD

The Chief of Police shall issue a retired officer identification card:

- (a) To an officer who has retired from that agency as law enforcement officer (I.C. § 35-47-15-4).
- (b) With an endorsement to carry a concealed firearm to a person who has met the requirements of I.C. § 35-47-15-5.

If the department qualifies the retiree, the card may include the date that the person was qualified by the Department to carry a firearm in compliance with 18 USC § 926C(d)(1).

207.4.1 AUTHORIZATION

Qualified former officers with a retired officer identification card issued by the Department under state law may carry concealed, within this state, any firearm inspected and approved by the Department. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former officer must also meet state and LEOSA requirements.

207.5 FORMER OFFICER RESPONSIBILITIES

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

207.5.1 RESPONSIBILITIES UNDER LEOSA

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

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

West Lafayette Police Department

Policy Manual

Retired Officer Identification Card

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

207.5.2 RESPONSIBILITIES UNDER INDIANA LAW

In order to maintain a retired officer identification card, the retired officer shall (I.C. § 35-47-15-5):

- (a) Qualify annually with the authorized firearm at a course approved by this department or by the state for active law enforcement officers in the state at the officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.

207.6 DENIAL, SUSPENSION OR REVOCATION

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

207.7 FIREARM QUALIFICATIONS

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

Police Officer Retirement Entitlements

208.1 POLICE OFFICER RETIREMENT ENTITLEMENTS

- I. Purpose: To establish written guidelines regarding benefits for retiring Police Officers.

- II. Policy: The following benefits and entitlements shall be provided to Police Officers retiring from the department after completion of twenty or more years of service. This policy is effective immediately upon signing by the West Lafayette Board of Public Works and Safety and pertains to all officers retiring in calendar year 1997 and any subsequent year. Rate of pay shall be the rate established for the officers rank/position during the year of their retirement.

A. Vacation entitlement:

Retiring officers shall be granted the entire vacation benefit (time or pay out) for the calendar year in which their retirement becomes effective.

The amount shall be equal to their vacation entitlement (set by policy), as if they had remained actively employed for the entire year.

B. Separation pay:

Officers shall be entitled separation pay, equal to two bi-weekly salary amounts (twenty regular days of duty), upon retirement.

C. Accrued compensation time pay out:

Officers (exempt and non-exempt), shall be entitled to payment for all accrued compensation time on the books at the time of their retirement (straight time, hour for hour rate), (maximum amount not to exceed two hundred and forty hours).

D. Weapon entitlement:

The City of West Lafayette shall transfer the ownership of an Officer's assigned duty handgun to the officer upon retirement, after completing twenty or more years of service.

E. Retirement Badge and Identification:

Upon retirement, officers are presented with a retirement badge indicating the rank they retired at. The officer is also presented with an official police identification card, marked "Retired".

License to Carry a Handgun

209.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a written process for the application, issuance, denial, appeal and revocation of a license to carry a handgun pursuant to Indiana law (I.C. § 35-47-2-3; I.C. § 35-47-2-5).

209.2 POLICY

It is the policy of the West Lafayette Police Department to fairly and impartially consider all license to carry a handgun applications in accordance with applicable law and this policy.

209.3 APPLICANT QUALIFICATIONS

An applicant for a license to carry a handgun must meet the following requirements (I.C. § 35-47-2-3):

- (a) Submit a completed application form.
- (b) Be a resident of West Lafayette.
- (c) Be at least 18 years of age.
- (d) Be free from criminal convictions that would disqualify the applicant from carrying a handgun.
- (e) Have a proper reason for carrying the firearm.
- (f) Be of good moral character and reputation.
- (g) Be a citizen of the United States or, if not a citizen of the United States, be authorized to carry a firearm under federal law.
- (h) Pay all associated application fees.

209.4 APPLICATION NOTIFICATION

209.4.1 APPROVAL AND ISSUANCE

The superintendent of the Indiana State Police determines whether to approve, issue and deliver a license to carry a handgun (I.C. § 35-47-2-3).

209.4.2 DENIAL OF APPLICATION

In the event this department denies a license to carry a handgun, the specific reasons for the denial must be provided to the applicant (240 I.A.C. 3-4-1).

209.4.3 APPEAL

In the event a license to carry a handgun is denied and appealed, the following shall apply (240 I.A.C. 3-4-1):

- (a) An applicant or licensee may request an administrative hearing with the superintendent of the Indiana State Police.

West Lafayette Police Department

Policy Manual

License to Carry a Handgun

209.4 APPLICATION PROCESS

The following elements are required to process an application (I.C. § 35-47-2-3):

- (a) Submission of an application to the Chief of Police of the City where the applicant resides.
- (b) Payment of the statutory application fee by the applicant.
- (c) The Chief of Police shall verify the applicant's:
 - 1. Name, full address, length of residence and location of residence to ensure that it is within the jurisdiction of the West Lafayette Police Department.
 - 2. Occupation, place of business or employment.
 - 3. Criminal record and convictions.
 - 4. Age, sex, date of birth, height, weight, build, color of hair and eyes.
 - 5. Nationality and citizenship.
 - 6. Whether the applicant has any scars and marks.
- (d) The Chief of Police shall determine whether the applicant has previously held a license to carry a handgun and if that license has been suspended or revoked.
- (e) The applicant shall indicate the basis for requesting a license to carry a handgun.
- (f) The Chief of Police shall conduct an investigation into the applicant's character and reputation.
- (g) The Chief of Police shall fingerprint all first-time applicants.

The Chief of Police who receives the application shall forward the completed application to the superintendent of the Indiana State Police along with his/her recommendation for approval or disapproval of the application. If the recommendation is for disapproval, the Chief of Police shall provide, in writing, complete and specific reasons for his/her recommendation.

209.5 SUSPENDING OR REVOKING A LICENSE

Any license to carry a handgun may be immediately suspended or revoked by the superintendent of the Indiana State Police (I.C. § 35-47-2-5).

209.6 APPLICATION FOR RENEWAL

To renew a license to carry a handgun, the application may be filed one year before the expiration of the existing license. If the application is filed within 30 days of the expiration of the existing license, the existing license is automatically renewed until the application is approved or disapproved by the superintendent of the Indiana State Police (I.C. § 35-47-2-6).

209.7 REPORTING AND RECORDS

The Department shall keep a record of all applications for a license to carry a handgun in accordance with the established records retention schedule.

West Lafayette Police Department
Policy Manual

License to Carry a Handgun

209.7.1 CONFIDENTIAL RECORDS

All information collected from an applicant is confidential unless otherwise allowed by law (I.C. § 35-47-2-3).

Budget Management

210.1 PURPOSE AND SCOPE

This policy provides guidelines for department budgeting and accounting.

210.2 POLICY

The West Lafayette Police Department endeavors to appropriately obtain, manage, review and audit department funds.

210.3 BUDGET PREPARATION AND MANAGEMENT

The Deputy Chief of Police shall be responsible for preparing an annual budget proposal for review by the Chief of Police.

Adopted budgets shall be reviewed and monitored periodically by Commanders to ensure expenditures do not exceed allocated funds.

210.3.1 ACCOUNTING

The Deputy Chief of Police shall be responsible for developing and maintaining an accounting system that includes approval of each account and provisions for monthly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

210.4 AUDITS

Audits of the department's fiscal activities should occur annually.

Memorandum of Understanding

211.1 TIPPECANOE COUNTY DRUG TASK FORCE MOU

The West Lafayette Police Department acknowledges the attached Tippecanoe County Drug Task Force MOU

[See attachment: DTF MOU.pdf](#)

211.2 PURDUE UNIVERSITY POLICE FIRING RANGE MOU

The West Lafayette Police Department acknowledges the attached Purdue University Police Firing Range MOU

[See attachment: Purdue Range Agreement June 2016.pdf](#)

211.3 LAFAYETTE HOUSING AUTHORITY MOU

The West Lafayette Police Department acknowledges the attached Lafayette Housing Authority MOU

[See attachment: Lafayette Housing Authority MOU.pdf](#)

211.4 TIPPECANOE COUNTY HIGH TECH CRIME UNIT MOU

The West Lafayette Police Department acknowledges the attached Tippecanoe County High Tech Crime Unit MOU

[See attachment: High Tech Crime Unit MOU.pdf](#)

211.5 WEST LAFAYETTE POLICE AND FIRE MOU WITH PURDUE POLICE AND FIRE

The West Lafayette Police Department acknowledges the attached West Lafayette Police and Fire MOU with Purdue Police and Fire

[See attachment: MOU for West Lafayette Police and Fire with Purdue Police and Fire.pdf](#)

211.6 MOU TO ALLOW THE INDIANA STATE POLICE TO USE WLPD RADIO CHANNELS

The West Lafayette Police Department acknowledges the attached MOU to allow the Indiana State Police to use WLPD radio channels

[See attachment: MOU to allow Indiana State Police to use WLPD channels.pdf](#)

West Lafayette Police Department

Policy Manual

Memorandum of Understanding

211.7 MOU TO ALLOW INDIANA DNR TO USE WLPD RADIO CHANNELS

The West Lafayette Police Department acknowledges the attached MOU to allow Indiana DNR to use WLPD Radio Channels

[See attachment: MOU to allow Indiana DNR to use WLPD radio Channels.pdf](#)

211.8 MOU WITH THE INDIANA SUPREME COURT JUDICIAL TECHNOLOGY AND AUTOMATION COMMITTEE (JTAC)

The West Lafayette Police Department acknowledges the attached MOU with the Indiana Supreme Court Judicial Technology and Automation Committee (JTAC)

[See attachment: MOU with the Indiana Supreme Court Judicial Technology and Automation Committee \(JTAC\).pdf](#)

211.9 MOU WITH WLCSC REGARDING THE EMPLOYMENT OF OFF DUTY OFFICERS

The West Lafayette Police Department acknowledges the attached MOU with WLCSC regarding the Employment of Off Duty Officers

[See attachment: MOU between WLPD and WLCSC regarding Employment of Off Duty Officers.pdf](#)

211.10 MOU WITH PURDUE VISUAL ANALYTICS FOR COMMAND, CONTROL & INTEROPERABILITY ENVIRONMENTS

The West Lafayette Police Department acknowledges the attached MOU with Purdue Visual Analytics for Command, Control & Interoperability Environments

[See attachment: MOU with Purdue Visual Analytics for Command Control and Interoperability Environments.pdf](#)

211.11 MOU WITH FBI

The West Lafayette Police Department acknowledges the attached MOU with FBI

[See attachment: MOU with FBI.pdf](#)

211.12 MOU WITH THE TIPPECANOE COUNTY HEALTH DEPARTMENT

The West Lafayette Police Department acknowledges the attached MOU with the Tippecanoe County Health Department

[See attachment: MOU with Tippecanoe County Health Department.pdf](#)

West Lafayette Police Department
Policy Manual

Memorandum of Understanding

211.13 PROSECUTOR MOU INDIANA MODEL RULE OF PROFESSIONAL CONDUCT

Prosecutor MOU Indiana Model Rule of Professional Conduct:

See attachment: [Prosecutor MOU of IN Model Rule of Professional Conduct.pdf](#)

West Lafayette Police Department
Policy Manual

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

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

300.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

300.2 POLICY

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

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

The West Lafayette Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose. This policy shall not be construed to require officers to assume unreasonable risks to themselves.

West Lafayette Police Department

Policy Manual

Use of Force

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

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force to (I.C. § 35-41-3-3):

- (a) Effect a lawful arrest.
- (b) Prevent escape.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Individual's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

West Lafayette Police Department

Policy Manual

Use of Force

- (h) The availability of other options and their possible effectiveness.
- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.
- (k) Potential for injury to officers, suspects and others.
- (l) Whether the individual appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the individual or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

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

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the West Lafayette Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

West Lafayette Police Department

Policy Manual

Use of Force

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible (I.C. § 35-41-3-3). Warning shots are not permitted.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The individual has a weapon or is attempting to access one and it is reasonable to believe the individual intends to use it against the officer or another.
2. The individual is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the individual intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

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

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department, whether injuries are evident or alleged, shall be documented promptly, completely and accurately in an appropriate use of force report form. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

All non-deadly force reports should be completed and submitted prior to the end of the Officer and Supervisor's tour of duty.

300.5.1 USE OF FORCE CLASSIFICATION

Class 1: Non-injurious Use of Physical Force, Baton, Chemical agent, Taser, or Vehicle.

Class 2: Injurious Use of Physical Force, Baton, Chemical Agent, Taser, or Vehicle, and including injurious or non-injurious discharging of a firearm.

West Lafayette Police Department

Policy Manual

Use of Force

Class 3: Serious Bodily Injury or Fatal Use of Deadly Force using any weapon or item

300.5.2 NOTIFICATIONS TO SUPERVISORS

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

- (a) Any force used beyond soft empty hand control.
- (b) The application caused a visible injury.
- (c) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (d) The individual subjected to the force complained of injury or continuing pain.
- (e) The individual indicates intent to pursue litigation.
- (f) Any application of the TASER (TM) or control device.
- (g) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (h) The individual subjected to the force was rendered unconscious.
- (i) An individual was struck or kicked.
- (j) An individual alleges any of the above has occurred.

300.5.3 CAPTAIN OF SPECIAL SERVICES RESPONSIBILITIES

All Use of Force Reports will be forwarded by the supervisor to the Captain of Special Services.

The Captain of Special Services shall:

1. Review all said reports and make a determination if officer's actions were within the guidelines of policy and procedure.
2. Forward all said reports to a Use of Force instructor for review.
 - a) The Use of Force instructor shall review all reports.
 - b) The Use of Force instructor shall make a determination if the force used is within the guidelines of department training.
 - c) The Use of Force instructor shall return said documents to the Captain of Special Services with their approval and/or recommendations
3. Make a determination on said use of force incident if further investigation is needed by Internal Affairs.

300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

West Lafayette Police Department

Policy Manual

Use of Force

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

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

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

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.

- (c) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - 1. These photographs should be retained until all potential for civil litigation has expired.
- (d) Identify any witnesses not already included in related reports.
- (e) Review and approve all related reports for accuracy.
- (f)
- (g) An officer involved in any use of force which has resulted in a death or serious physical injury will be removed from line-duty assignment during the administrative review of the incident in order to:

West Lafayette Police Department

Policy Manual

Use of Force

1. Protect the public's interest and
 2. Protect the officer from possible confrontation.
- (h) Forward all documentation to the Captain of Special Services.

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

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

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

The Chief of Police or designee will investigate all use of force incidents. The investigation should result in findings of the following:

1. Relevant facts and circumstances surrounding the incident.
2. Was the use of force reasonably necessary, under the known circumstances, and in compliance with departmental rules, policies, directives, and training; and
3. What, if any, injuries are evident or alleged.

300.8 TRAINING

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

300.9 USE OF FORCE ANALYSIS

At least annually, the Captain of Special Services should prepare an analysis report on use of force incidents. This report should be submitted to the Chief of Police. The report should include:

- (a) The identification of any trends in the use of force by members.
- (b) Any applicable training recommendations.
- (c) Any applicable equipment recommendations.
- (d) Any recommended policy revisions.

Handcuffing and Restraints

301.1 PURPOSE AND SCOPE

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

301.2 POLICY

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

301.3 USE OF RESTRAINTS

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

The West Lafayette Police Department authorizes the carry and use of the following police restraints:

1. Handcuffs
2. Flex cuffs
3. Leg restraints

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

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

Restraints may be used in an attempt to minimize the risk of personal injury to officers and citizens during police operations, all members will handcuff, as soon as possible:

1. All persons subject to lawful custodial arrest
2. Persons stopped for investigations when an officer has a reasonable suspicion, based on articulable facts that the person has committed a crime, and a reasonable suspicion based on articulable facts that the person:

West Lafayette Police Department

Policy Manual

Handcuffing and Restraints

- a Will flee if not restrained.
- b. Might present an immediate threat of serious physical injury to the officer or another person if not restrained
- c. is, or the officer reasonably suspects based on articulable facts that the person will be, physically uncooperative with the officer in a way that interferes with the officer's ability to pursue the investigation or conduct the stop safely if the person is not restrained.

301.3.1 RESTRAINT OF DETAINEES

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

301.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

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

301.3.3 RESTRAINT OF JUVENILES

A juvenile under 12 years of age should generally not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

301.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

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

Officers should:

1. Secure the restraints behind the subject's back in a safe and effective manner whenever possible.
2. Gap and double-lock restraints, when safely possible, in order to minimize the risk of injury to the restrained person.
3. Use reasonable judgement regarding appropriate restraint methods when handcuffing/restraining excessively large or small individuals and any other circumstances where conventional restraints and methods are not possible or advisable.

West Lafayette Police Department

Policy Manual

Handcuffing and Restraints

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

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

Officers will not use police restraints to "Hog tie" subjects by connecting the subject's bound legs directly to the restraints on their wrists. Officers will not use police restraints to inflict pain or punishment on the restrained subject unless the use of pain compliance techniques are justified as defined in policy.

301.5 APPLICATION OF SPIT HOODS

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

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

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

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

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

301.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

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

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

West Lafayette Police Department

Policy Manual

Handcuffing and Restraints

301.7 APPLICATION OF LEG RESTRAINT DEVICES

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

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

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.
- (b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

301.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (b) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (c) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (d) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (e) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

301.8 REQUIRED DOCUMENTATION

If a person is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

- (a) The amount of time the person was restrained.
- (b) How the person was transported and the position of the person during transport.
- (c) Observations of the person's behavior and any signs of physiological problems.

West Lafayette Police Department
Policy Manual

Handcuffing and Restraints

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

Control Devices

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy. Less lethal weapons are devices intended to be less likely to result in death and/or serious bodily injury than firearms. It is understood that accidental, incidental, and correlative casualties are risked wherever force is applied, but less lethal weapons are designed to minimize these risks as much as possible. Less lethal weapons are intended to be used to limit the escalation of conflict, or where employment of lethal force is prohibited or undesirable.

302.2 POLICY

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

302.3 ISSUING, CARRYING AND USING CONTROL DEVICES

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

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

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

The West Lafayette Police Department also recognizes that the tense, uncertain, and rapidly evolving situations officers encounter may require the use of improvised and/or unconventional devices to resolve. In order to effect a lawful objective officers are authorized to:

1. Use, under certain conditions, whatever issued or available instrument is needed at the time.
2. The reasonable use of such instruments is authorized, and will be reviewed, under the same standards, practices, and training as department issued or authorized impact devices.

This policy shall not be construed to require officers to assume unreasonable risks to themselves. The reasonableness of an officer's decision to use less lethal weapons must be viewed from the perspective of the officer on the scene without the benefit of 20/20 hindsight. Allowance must be made for the fact that officers are often forced to make split second decisions in circumstances that are tense, uncertain, and rapidly evolving.

West Lafayette Police Department

Policy Manual

Control Devices

The West Lafayette Police Department does not require officers to employ a less lethal weapon if the use of lethal force is justified, and the deployment or use of a less lethal weapon creates an unnecessary risk of serious bodily injury or death to the officer or another person.

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

Every control device will be periodically inspected by the head of the defensive tactics training unit or the designated instructor for a particular control device. The inspection shall be documented.

302.4 RESPONSIBILITIES

302.4.1 USER RESPONSIBILITIES

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

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be reported to their shift commander. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

302.5 BATON GUIDELINES

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

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

The West Lafayette Police Department authorizes the carry and use of the following Impact Devices:

1. Expandable batons
2. Flashlights
3. Straight stick batons

302.6 TEAR GAS GUIDELINES

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

West Lafayette Police Department

Policy Manual

Control Devices

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

302.6.1 CHEMICAL MUNITIONS

Chemical agents dispersed in liquid, gas, or powder form and defined as intermediate less lethal weapons as a use of force option. They are designed to result in temporary dysfunction without causing permanent physical injury.

302.6.2 AUTHORIZED CHEMICAL MUNITIONS

The West Lafayette Police Department authorizes the use of the following delivery methods for Chemical Munitions:

1. 12-gauge shotgun
2. 37MM and 40MM less lethal and chemical munitions launchers
3. Hand-tossed or launchable grenades

302.7 OLEORESIN CAPSICUM (OC) GUIDELINES

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

Some practical uses for OC Spray include:

- a. Repel human and animal attacks
- b. Temporarily incapacitate violently resisting subjects
- c. Compel barricaded subjects to leave an enclosed area
- d. Disperse violent crowds or riots

Any use of a chemical weapon or spray requires the deploying employee to complete the established use of force reporting procedure in addition to a detailed narrative of the circumstances surrounding its use.

302.7.1 OC SPRAY

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

302.7.2 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

West Lafayette Police Department

Policy Manual

Control Devices

Officers will ensure when transporting prisoners who are known to have been subjected to any chemical spray that the prisoner is not placed in a prone position and stays upright with a clear airway to avoid possible positional asphyxia.

302.8 POST-APPLICATION NOTICE

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

302.9 KINETIC ENERGY PROJECTILE GUIDELINES

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

Impact weapons systems are generally defined as intermediate less lethal weapons as a use of force option. They are designed to result in temporary dysfunction through disorientation and/or incapacitation. These goals are accomplished through pain compliance and blunt trauma from expelled projectiles from the various weapon systems.

The West Lafayette Police Department authorizes the use of the following delivery methods for Extended Range Impact Munitions:

1. 12-gauge shotgun
2. 37MM and 40MM less lethal launchers
3. "Stinger"-type rubber pellet grenades

302.9.1 DEPLOYMENT AND USE

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

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

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

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.

West Lafayette Police Department

Policy Manual

Control Devices

- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Officers will not use Extended Range Impact Munitions on subjects who are exhibiting only verbal resistance and/or passive resistance and make no overt indication of further aggressive or resistive behavior. Officers will not use Extended Range Impact Munitions on subjects who are under physical restraint (i.e., handcuffed), unless the subject is still violently resisting and lesser means of controlling the subject have failed.

302.9.2 DEPLOYMENT CONSIDERATIONS

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

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

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

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

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

302.9.3 SAFETY PROCEDURES

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

West Lafayette Police Department

Policy Manual

Control Devices

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

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

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

302.10 TRAINING FOR CONTROL DEVICES

The head of the defensive tactics training unit shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Before being authorized to carry any control device, members will be given access to and receive training on this policy.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the member's training file.
- (c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.
- (d) Retraining or recertification should occur at least annually.

302.11 REPORTING USE OF CONTROL DEVICES

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

Conducted Energy Device

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance, training and use of the TASER (TM).

303.2 POLICY

The TASER device is used to control a violent or potentially violent individual. This Department recognizes that Conducted Energy Weapons (Tasers) can be employed to subdue persons. The decision to use the Conducted Energy Weapon (Taser) must be made dependent on the actions of the subject(s) or threat facing the officer(s) and including the totality of the circumstances surrounding the incident. The Conducted Energy Weapon (Taser) may also be used to subdue attacking canines or other dangerous animals.

303.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and may carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster. Non-uniformed officers may secure the TASER device in the driver's compartment of their vehicles.

Members carrying the TASER device should perform a spark test prior to every shift.

When carried while in uniform, officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.
- (c) Officers shall be responsible for ensuring that the issued TASER device is properly maintained and in good working order.
- (d) Officers should not hold a firearm and the TASER device at the same time.

303.3.1 TASER DEVICE MANAGEMENT

WLPD-certified Taser instructor(s), under supervision of the Chief of Police, shall be responsible for the issuance and safe storage of the Taser devices.

If a Taser device Digital Power Magazine (DPM) reaches 20% or below, it should not be issued or re-used until the DPM is replaced[DB3].

West Lafayette Police Department

Policy Manual

Conducted Energy Device

303.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER 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 TASER device may be deployed.

The aiming laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

303.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

303.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

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

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

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

Officers will not use Tasers on subjects who are exhibiting only verbal resistance and/or passive resistance and make no overt indication of further aggressive behavior (i.e. implied weapons, threats, nonverbal cues etc.)

303.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

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

West Lafayette Police Department

Policy Manual

Conducted Energy Device

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained unless the subject is still violently resisting and lesser means of controlling the subject have failed.
- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

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

303.5.3 TARGETING CONSIDERATIONS

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

303.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one TASER device at a time against a single individual.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the TASER device, including:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands, other options or tactics may be more effective.

West Lafayette Police Department

Policy Manual

Conducted Energy Device

303.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the TASER device. As soon as practicable, officers shall notify a supervisor any time the TASER device has been discharged.

Taser cartridge and probes should be treated as a biohazard. Expended cartridges and probes shall only be destroyed/disposed of at WLPD HQ in a sharps container.

303.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

303.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

303.6 DOCUMENTATION

If feasible, photograph the locations on the subject's body where the probes penetrated or current was applied. The photographs should be retained as evidence/documentation. Officers shall document all TASER device discharges in the related arrest/crime reports and the use of force reporting form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy.

303.6.1 REPORTS

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

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

303.7 MEDICAL TREATMENT

Immediately upon gaining control and restraining the subject, the deploying officer will remove the probes using the approved method and universal precautions, and provide basic aftercare (i.e. alcohol swabs, bandages if needed).

Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be

West Lafayette Police Department

Policy Manual

Conducted Energy Device

medically assessed prior to booking. Officers should request that medics make the scene in order to assess the subject to see if further medical treatment is necessary and/or in order to obtain a medical refusal from the subject.

If the subject is going to need a medical clearance due to intoxication prior to booking at the jail, officers may forgo medics making the scene and transport said person directly to the hospital for evaluation. Officers shall notify medical staff that the person has been subjected to the electronic discharge of a Taser device. Officers shall not transport subjects who appear to be in any serious distress or subjects who are bleeding heavily from any sustained injuries. In such an event medics will be called to the scene.

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

- (a) The person may be pregnant.
- (b) The person reasonably appears to be in need of medical attention.
- (c) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (d) The person requests medical treatment.
- (e) The subject exhibits abnormal behavior (i.e. excited delirium), before or after deploying the Taser.

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

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

303.8 TRAINING

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

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time if

West Lafayette Police Department

Policy Manual

Conducted Energy Device

deemed appropriate by the Training Officer. All training and proficiency for TASER devices will be documented in the officer's training files.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Officer is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injuries and should not be mandatory for certification.

The Training Officer should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.

Officer-Involved Shootings and Deaths

304.1 PURPOSE AND SCOPE

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

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

304.2 POLICY

The policy of the West Lafayette Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner. The following procedures will be used to investigate every incident of a firearms discharge by a department member except for target practice, hunting, ballistic examinations and incidents involving the destroying of an animal.

304.3 INVOLVED OFFICER RESPONSIBILITIES

Whenever an officer discharges a firearm either accidentally or officially, the officer shall immediately:

1. Determine the physical condition of any injured person and render first-aid when appropriate.
2. Request necessary emergency medical aid.
3. Notify the Telecommunication Operator for the Department. If the discharge occurred outside our jurisdictional boundaries, notify the department having jurisdiction as well as our Telecommunication Operator.
4. The officer will remain at the scene, unless injured, until the arrival of the appropriate investigators (if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop, then the ranking commanding officer at the scene shall have the discretion to instruct the officer to respond to another, more appropriate location).
5. The officer will protect the involved weapon for examination and submit said weapon to the appropriate investigator (do not empty or reload weapon unless tactical situation calls for it). (See Section II-C-3 for Weapon Replacement).
6. The officer shall prepare a detailed report of the incident. Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.
7. The officer should not discuss the case with anyone except,
 - a) On scene command personnel.
 - b) Special Services Investigative personnel.

West Lafayette Police Department

Policy Manual

Officer-Involved Shootings and Deaths

c) Criminal Investigator or (Detective).

d) Chief or Deputy Chief

8. Upon leaving the scene, the involved officer shall report to headquarters and submit to a Breath Test for intoxication, to be administered by a Commanding Officer. The involved Officer may also be required to submit to a blood test or urinalysis test at the Department's expense, if ordered to do so by the Chief of Police or Special Services Investigator.

9. The officer shall be placed on "administrative leave" without loss of pay, or benefits, pending results of the investigations. The Officer shall be available at all times for Special Services Investigators and other administrative interviews regarding the case, and shall remain subject to recall to duty at any reasonable time. The "administrative leave" shall not be interpreted to imply or indicate that the officer acted improperly.

304.4 TYPES OF INVESTIGATIONS

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

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

304.5 CONTROL OF INVESTIGATIONS

All shooting incidents shall be investigated by this department. When injury results or the shooting is a result of serious criminal violation, the Criminal Investigation Division shall assume responsibility for the investigation of the incident

304.5.1 OUTSIDE AGENCY INVESTIGATION

The Chief of Police reserves the right to request an outside law enforcement agency to conduct an investigation into the use of lethal force by a West Lafayette Police Officer.

304.6 INVESTIGATION PROCESS

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

304.6.1 UNINVOLVED OFFICER RESPONSIBILITIES

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

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

West Lafayette Police Department

Policy Manual

Officer-Involved Shootings and Deaths

- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

304.6.2 SUPERVISOR RESPONSIBILITIES

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

- (a) Will upon arrival at the scene, seize the involved weapon, ammunition (including back-up ammunition from the involved officer, and secure same for evidence). The involved officer will be issued the Commander's weapon and ammunition until a suitable replacement can be provided at headquarters. (Do not leave the involved officer unarmed unless there is reasonable suspicion that discharge was criminally wrong).
- (b) Attempt to obtain a brief overview of the situation from any uninvolved officers.
- (c) If necessary, the supervisor may administratively order any WLPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
- (d) Provide all available information to the Shift Supervisor and the Dispatch Center. If feasible, sensitive information should be communicated over secure networks.
- (e) Take command of and secure the incident scene with additional WLPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (f) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
 - 1. Each involved WLPD officer should be given an administrative order not to discuss the incident with other involved officers or WLPD members pending further direction from a supervisor.
 - 2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.
- (g) Notify the division Captain
- (h) Observe the involved personnel for signs of emotional trauma and offer access to professional counseling.

West Lafayette Police Department

Policy Manual

Officer-Involved Shootings and Deaths

- (i) Remain with or assign an officer of equal rank to remain with the involved officer and assume a supportive role during the subsequent events during that day.
- (j) Insure the involved officer is given an early opportunity to talk with a family member, department Chaplain, or personal clergy if desired.

304.7 CRIMINAL INVESTIGATION

The Criminal Investigation Unit shall conduct a thorough investigation of every shooting by a police officer that results in injury or death. The investigation shall include the following minimum procedural standards:

1. Proceed immediately to the scene following notification.
2. Secure the Scene.
3. Examine the weapons of all officers present at the time the shots were fired including secondary weapon(s) and any weapon(s) in police vehicles.
4. Seize the weapon(s) that may have been fired.
5. Seize samples of unspent ammunition.
6. Separate, secure, and interview all on scene witnesses.
7. Photograph and diagram the scene.
8. Secure all physical evidence (have proper medical authorities secure projectiles and clothing from victim's body).
9. Secure telecommunication recordings.
10. Obtain hospital, autopsy, lab and photographic reports.

Upon completion of the investigation, the Criminal Investigation Division shall submit a detailed report of the investigation to the:

1. Chief of Police.
2. Use of Deadly Force Review Board

304.7.1 WITNESS IDENTIFICATION AND INTERVIEWS

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

- (a) Identification of all persons present at the scene and in the immediate area.
 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable

West Lafayette Police Department

Policy Manual

Officer-Involved Shootings and Deaths

cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

304.7.2 INVESTIGATIVE PERSONNEL

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

304.8 ADMINISTRATIVE INVESTIGATION

The Special Services Division shall conduct an administrative investigation of every incident of firearms discharge by a department member except when such discharge was for firearms training, hunting, ballistic examinations and incidents involving the destroying of an animal where no near miss or hit of a human resulted. Special Services Division will conduct an investigation subordinate to any criminal investigation:

To determine whether or not the shooting was:

- a) Within policy
- b) Accidental

Upon completion of the investigation, the Special Services Division will submit a detailed report of its findings to the:

- 1. Chief of Police.
- 2. Use of Deadly Force Review Board

304.9 USE OF DEADLY FORCE REVIEW BOARD

The Use of Deadly Force Review Board shall convene and review the circumstances attendant to each discharge of a firearm by a department member (except in those circumstances as already noted). The Board shall consist of:

- 1. Deputy Chief of Police (Board Chairman).

West Lafayette Police Department

Policy Manual

Officer-Involved Shootings and Deaths

2. Captain of Patrol.
3. Commanding Officer of the officer who discharged their weapon.
4. Two (2) members of the same rank, if possible as the member who discharged their weapon.

The Use of Deadly Force Review Board will evaluate, in explicit and fact-finding fashion, each aspect of an officer-involved shooting. Such evaluation will include:

1. A thorough review of the Criminal Investigation report.
2. A thorough review of the Special Services Unit report.
3. A hearing of direct testimony, if necessary, from the officers, witnesses, and investigators.

The Use of Deadly Force Review Board will develop findings and make recommendations to the Chief of Police in the following areas:

1. Whether or not the shooting was
 - a) Within policy
 - b) Accidental

304.10 MEDIA RELATIONS

No WLPD officer shall make any comment to the media in reference to an officer involved shooting unless he/she is authorized by the Chief of Police.

Firearms

305.1 PURPOSE AND SCOPE

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

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

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

305.2 POLICY

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

Sworn officers with arrest authority as defined in Indiana Code as approved by the Police Chief shall be armed with a firearm while on official business for the police department. Officers may also be armed when off-duty unless otherwise directed by the Police Chief.

Firearms shall be carried by Police Employees at all times when in uniform, or when out of uniform and on duty, except when the nature of the particular assignment or investigation dictates otherwise.

305.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by a firearms instructor. All weapons must be registered by serial number with the department.

Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without authorization of the Chief of Police or his designee.

This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

305.3.1 HANDGUNS

The standard department-issued handgun is a Glock model 22, 23 and 27.

305.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870 12 gauge.

West Lafayette Police Department

Policy Manual

Firearms

When not deployed, the shotgun shall be properly secured consistent with department training.

305.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the .223/5.56.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. The Officer should take into consideration the following factors when deciding to deploy the weapon:

- a) The seriousness of the incident
- b) Effectiveness of the weapon in such an incident
- c) Qualification status and expertise of the officer
- d) Potential for incident escalation
- e) Location , surroundings and circumstances

Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

Support Rifle Safety and Security:

1. Support rifles stored in vehicles shall be carried in the following manner: full magazine inserted, empty chamber with safety off and bolt in the forward position.
2. Officers who carry a personally owned support rifle will carry it in a case in the trunk of the vehicle or in the case of a utility-type vehicle, hidden from view, in the rear cargo area. If the vehicle has a weapon rack suitable for the patrol rifle, the rifle may be secured in the rack.
3. If a support rifle is left in a vehicle, the vehicle must be locked when left unattended.

West Lafayette Police Department

Policy Manual

Firearms

305.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the department list of approved firearms.
- (b) The firearm shall be inspected by a firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to a firearms instructor, who will maintain a list of the information.

305.3.5 AUTHORIZED BACKUP / SECONDARY HANDGUN

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

- (a) The handgun shall be in good working order and on the department list of approved firearms.
- (b) Only one backup/secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional display, cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by a firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the backup/secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to a firearms instructor, who will maintain a list of the information.
- (i) Backup/secondary weapons shall not be less than .380 handgun, shall be approved by the Police Chief and purchased at the officer's own expense.

West Lafayette Police Department

Policy Manual

Firearms

305.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

- (a) If not issued by the department, a personally owned firearm may be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional display of, cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to a firearms instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by a firearms instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to a firearms instructor, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and West Lafayette Police Department identification cards under circumstances requiring possession of such identification.
- (j) When operating a department vehicle while off-duty, officers must carry an approved firearm with which they have met minimum department proficiency standards.
- (k) Officers should not carry firearms to places where they will engage in athletic activities, i.e., swimming, tennis, softball, bowling, etc., where its security may be compromised by leaving it in automobiles, lockers, or other temporary storage facilities.

305.3.7 AMMUNITION

Members shall carry only department-issued ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms annually. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by a firearms instructor when needed, in accordance with established policy.

West Lafayette Police Department

Policy Manual

Firearms

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense. Uniformed officers shall carry an additional two magazines in an approved carrier.

305.4 EQUIPMENT

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

305.4.1 REPAIRS OR MODIFICATIONS

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

Officers shall not modify department issued firearms unless approved in writing by the Firearms Instructor.

Repairs to department owned weapons must be done by a certified armorer or gunsmith.

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

305.4.2 HOLSTERS

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

Uniformed officers shall use a holster approved by a firearms instructor, or a holster of the same make and model being currently issued; no other holsters are authorized for on duty use.

Plain-clothes officers shall be issued a standard holster of outside-the-pants design that may be supplied by the department.

Personal holsters may be used by plain-clothes officers when approved by a Firearms Instructor.

Holsters for back-up weapons must be inspected and approved by a Firearms Instructor.

305.4.3 TACTICAL LIGHTS

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

305.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may be installed on a firearm carried on- or off-duty. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once installed on any

West Lafayette Police Department

Policy Manual

Firearms

firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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

305.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the firearms instructor.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present. A clearing barrel has been placed at headquarters (garage/office) for safety. All loading and unloading, weapons clearing, weapons dry firing, etc. which takes place in headquarters shall be performed with the muzzle of the firearms placed into the top of the barrel (the bucket indentation on top).
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to a certified armorer approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by an armorer will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.
- (h) All weapons will be inspected by the department's armorer at least once a year. Officers who carry personally owned support rifles will be required to perform routine maintenance and be subject to inspection by a supervisor, training coordinator, or firearms instructor upon request.

305.5.1 INSPECTION AND STORAGE

Weapons shall be inspected annually by firearms instructors. Shotguns and rifles shall be inspected at the beginning of each shift by the member to whom will be operating the police vehicle.

The member shall ensure that the firearm is carried in the proper condition and loaded with

West Lafayette Police Department

Policy Manual

Firearms

approved ammunition. Should the member find any weapon in a condition needing attention, that member shall immediately notify their shift commander.

305.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (I.C. § 35-47-10-6).

305.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or taken any combination thereof that would tend to adversely affect the member's senses or judgment.

305.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete routine training with their duty firearms. In addition to routine training, all members will qualify at least annually with their duty and all authorized firearms. Members will qualify with off-duty and backup/secondary firearms at least annually. Training and qualifications must be on an approved range course (I.C. § 5-2-1-9).

All members who carry a firearm while on-duty are required to successfully complete Indiana Law Enforcement Academy (I.L.E.A.) approved in-service training which shall include (250 I.A.C. 2-7-1):

- (a) A minimum of two hours of firearms training.
- (b) A minimum of two hours of use of force/physical tactics training.
- (c) A minimum of two hours of police vehicle operations.

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

Firearms training shall be conducted on the following department issued firearms: handguns, patrol rifles and less lethal shotguns.

Officers may not carry at any time, any firearm platform with which they have not demonstrated minimum proficiency as established by department standards, except while transporting said weapon to the department range for qualifying. Weapons for sporting purposes (i.e. target shooting, hunting, etc.) not involved in law enforcement use are exempt.

Qualification sessions are conducted at the department firing range, during a period determined by the Training Division and Firearms Instructors. Qualification sessions shall be on a department-approved course of fire that includes the factors of time limitations, accuracy, dexterity and familiarity.

West Lafayette Police Department

Policy Manual

Firearms

Qualification shall be according to the following criteria:

- a) The course of fire will be one round of the ILEA pistol qualification course utilized to certify basic officers. It will be graded as a pass/fail with a passing score of at least 80% of the total score.
- b) Conducted with each officer firing the approved course no more than three times during a session.

305.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit notice to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to qualify on their first shooting attempt must return for a second session and successfully qualify.

Officers unable to qualify on the second (2) qualification session shall be unable to carry a weapon until completing an intense retraining period. At the end of the training period a third (3) qualification session shall be held.

Officers unable to qualify on the third (3) qualification session shall be placed by order on "leave without pay" not to exceed 40 hours. The Training Officer and/or Firearms Instructor shall be regularly available by appointment for additional sessions or training. At the request of the officer on leave, the Firearms Instructor shall conduct a fourth qualification session. Qualification will require that the officer must successfully complete a qualifying session each month for three (3) successive months.

Officers unable to qualify on the fourth (4) session shall necessitate the termination of the officer due to the employee's safety, safety of co-workers, the safety of the public and liability of the department.

If an officer shows a history of needing remedial firearms training or has difficulty on the first firearms qualification session attended, that officer may be subject to termination.

305.7 FIREARM DISCHARGE

Firearms should only be discharged for training, practice, qualifying, or other lawful purposes.

Improper use or horseplay with a firearm will be cause for disciplinary action up to and including dismissal.

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. In either case, the officer must undergo a qualification session prior to returning to full duty.

If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

West Lafayette Police Department

Policy Manual

Firearms

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

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall submit a written report or a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

305.7.1 DESTRUCTION OF ANIMALS

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

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

305.7.2 INJURED ANIMALS

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

305.7.3 WARNING AND OTHER SHOTS

Officers are not permitted to discharge warning shots.

305.8 CARRYING FIREARMS OUT OF STATE

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

- (a) The officer shall carry his/her West Lafayette Police Department identification card whenever carrying such firearm.
- (b) The officer may not be the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property,

West Lafayette Police Department

Policy Manual

Firearms

installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

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

Vehicle Pursuits

306.1 PURPOSE AND SCOPE

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

306.1.1 DEFINITIONS

Definitions related to this policy include:

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

Precision Immobilization Technique (PIT) - A maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

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

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

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

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

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

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

306.2 POLICY

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

The West Lafayette Police Department will actively attempt to apprehend violators who choose to evade police attempts to stop them, either by means of vehicle or by foot. The West Lafayette Police Department recognizes the need to protect the public from dangerous or potentially dangerous individuals who choose to evade police, and commit continuing hazardous violations.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

All members of the West Lafayette Police Department will use due regard in their attempt to stop the fleeing violator with the following procedure to be viewed as an administrative guide in carrying out that duty.

306.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose. This policy shall not be construed to require officers to assume unreasonable risks to themselves.

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

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

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

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

306.3.1 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Individual's mental state or capacity.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.
- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.
- (k) Potential for injury to officers, suspects and others.
- (l) Whether the individual appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the individual or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

306.4 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with emergency lighting and sirens as required by law (I.C. § 9-13-2-6(1)(B)).

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (I.C. § 9-21-1-8):

- (a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.
- (b) Exceed the speed limit.
- (c) Disregard regulations governing direction of movement or turning in specified directions.
- (d) Park or stand in the roadway.

West Lafayette Officers shall have the video recording system within their police vehicle and body worn camera operating while engaged in a vehicle pursuit.

306.4.1 WHEN TO INITIATE A PURSUIT

The West Lafayette Police Department will only initiate a pursuit for suspected OWI and felony offenses. West Lafayette Police Officers will not pursue any two wheeled vehicles unless the offense committed by the operator constitutes deadly force.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

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

- (a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
- (d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (e) The weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
- (f) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
- (g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.
- (h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.
- (i) Speeds of suspect and police vehicle.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) The availability of other resources, such as air support assistance.
- (l) Any police vehicle with a prisoner or civilian inside cannot initiate or join a pursuit at any time under any circumstances.

306.4.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape (I.C. § 9-21-1-8(d)).

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

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

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

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

- (a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable (I.C. § 9-21-1-8(c)).
- (e) Hazards to uninvolved bystanders or motorists.
- (f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.
- (g) When the identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

Should a pursuit be terminated all officers involved with the pursuit shall verbally indicate over the radio their acknowledgement of the termination of the pursuit.

306.5 PURSUIT VEHICLES

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

Any unmarked police vehicle with operable red and blue lights and siren may initiate a pursuit.

If the initiating officer in pursuit is driving an unmarked vehicle, the driver of such vehicle shall relinquish their primary status to a marked police vehicle with red and blue lights and siren operating, and may operate as a secondary unit until another marked police vehicle is available to take over as the secondary unit. At that point, the officer in the unmarked police vehicle or van shall proceed under normal conditions in the event of an apprehension, to the scene of the stop.

Vehicle pursuits should be limited to three police department emergency vehicles (initial pursuing unit and two backup units). More than three units may be involved in the pursuit only if deemed necessary and approved by the shift commander.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

306.5.1 MOTORCYCLES

Police motorcycles are not permitted to be involved in a pursuit.

306.5.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit (I.C. § 9-19-5-3; I.C. § 9-19-14-5).

Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

306.5.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

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

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

- (a) The location, direction of travel and estimated speed of the suspect's vehicle.
- (b) The description of the suspect's vehicle including the license plate number, if known.
- (c) The reason for the pursuit.
- (d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.
- (e) The number of occupants and identity or description.
- (f) The weather, road and traffic conditions.

Failure to provide the above information may cause the shift commander to order a termination of the pursuit.

Once the pursuing officer has notified dispatch of the above information, he/she shall place their radio on Tippecanoe County Special Detail channel as soon as this can be done safely.

Tippecanoe County Special Detail channel shall remain the primary radio frequency until the pursuit is completed.

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

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

If an officer terminates a pursuit, the officer shall immediately notify dispatch. If the suspect vehicle stops, the primary officer shall immediately notify dispatch of the location of the stop.

306.5.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

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

- (a) Immediately notifying the dispatcher of his/her entry into the pursuit.
- (b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
- (c) Broadcasting information that the primary pursuing officer is unable to provide.
- (d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.
- (e) Identifying the need for additional resources or equipment as appropriate.
- (f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

306.6 PURSUIT DRIVING

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

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 2. Pursuing officers should exercise due regard and slow down as may be necessary when proceeding through controlled intersections.
- (c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway unless approved by the shift commander. In the event the pursued vehicle does so, the following tactics should be considered:
 1. Request assistance from available air support.
 2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
 3. Request other officers to observe exits available to the suspect.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

- (d) Notify the appropriate law enforcement agency if it appears that the pursuit may enter its jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

306.6.1 PURSUIT TRAILING

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

306.6.2 AIR SUPPORT ASSISTANCE

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

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

306.6.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police vehicle.

Unless authorized by shift command, non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle and two backup units should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

306.7 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

306.8 ASSISTING OTHER AGENCIES

The agency which initiated pursuit will remain in overall control of the pursuit until the suspect is apprehended or pursuit is terminated for other reasons.

When another agency is involved in a pursuit that enters West Lafayette jurisdiction, WLPD officers will only assist actively in the pursuit if verbally requested by the pursuing agency, and approved by shift supervisor. WLPD Officers may deploy tire deflation devices without approval from the pursuing agency in attempts to prevent the pursuit from continuing into the city of West Lafayette.

Officers may attempt to clear intersections along the route of the pursuit or assist the other agency by relaying road information that may be beneficial to the pursuing agency. WLPD officers will disregard their involvement with the pursuit once the pursuit leaves West Lafayette jurisdiction.

Supervisor may authorize further involvement if deemed necessary.

If any other agency loses a vehicle that was being pursued and a West Lafayette officer later picks up the same vehicle, this would be considered a separate pursuit. WLPD Officer may initiate a pursuit at this time if warranted.

306.9 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the PIT, ramming or roadblock procedures (I.C. § 9-21-1-0.5).

306.9.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/ supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances known to the officer at the time of the decision.

306.9.2 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed (I.C. § 35-41-3-3(b)).

- (a) The use of any lawful intervention technique is limited to use by properly trained officers and upon assessment of the circumstances and conditions presented at the time, including the

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

potential for risk of injury to officers, the public and occupants of the pursued vehicle (I.C. § 9-21-1-8).

- (b) The Precision Immobilization Technique will be used in order to stop the pursuit at the safest, fastest and most appropriate opportunity before the pursuit continues placing civilians in danger. If the danger of using the PIT maneuver is greater than the threat of danger presented by the violator, PIT shall not be used.

The officer that intends to perform the PIT maneuver must notify other units involved that he/she may use the PIT maneuver at the first available opportunity.

The decision to use the PIT must take into account the suspect's hazardous driving and other means to stop the pursuit. PIT restrictions, speed, the safety of bystanders, the risk of physical injury to the occupant(s) of the vehicle fleeing and to the police officer(s) must also be considered. Enough room and lack of restrictions must be present prior to implementing PIT. The use of PIT within guidelines and training of the West Lafayette Police Department is not designed or likely to cause serious bodily injury or death. Officers will not use the PIT maneuver in a less than deadly force situation unless previously trained by a certified instructor in the area of the PIT maneuver.

The PIT maneuver will be used by those trained officers in a manner to prevent property damage, injury to officers, suspects or civilians. Therefore, the PIT may only be used while traveling at speeds not exceeding fifty (50) miles per hour.

Vehicular damage may occur to vehicles involved in the PIT maneuver. PIT is a trained pursuit termination procedure. Damage to vehicles is not an accident, thus accident review and report procedures will not be instituted.

- (c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

- (d) Tire deflation devices should be deployed only after notifying pursuing officers of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
 3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
 4. Tire deflation devices shall not be used on any two wheeled vehicle unless deadly force is justified.
 5. Tire deflation devices shall not be used on any vehicle transporting hazardous materials.
 6. Tire deflation devices shall not be used on any vehicle that would pose an unusual hazard.
- (e) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

306.10 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

306.11 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

- (a) The primary pursuing officer shall complete a case report.
- (b) The primary pursuing officer shall complete a pursuit review form.
- (c) All secondary units shall complete a supplement to the primary officers case report.
- (d) The completed pursuit review form will be forward to the shift commander for review. After review by the shift commander the pursuit report form will be forward to the Captain of Special Services for review.

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

306.12 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The shift commander will be responsible for:

- (a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.
- (b) The shift commander should avoid participating in the pursuit if possible, so that he/she can make an objective decision regarding the pursuit.
- (c) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.
- (d) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (e) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.
- (f) Ensuring that the proper radio channel is being used.
- (g) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.
- (h) Controlling and managing West Lafayette Police Department officers when a pursuit enters another jurisdiction.
- (i) Review of the case report and pursuit report form and forward copies to the Captain of Special Services.P

306.13 DISPATCH CENTER RESPONSIBILITY

It is the responsibility of the Dispatch Center to constantly monitor all radio channels. The officer involved in the pursuit will switch to the "Tippecanoe County Special Detail" channel when safe to do so. The dispatch center shall continue to monitor all other WLPD channels as well.

If dispatch is advised that the pursuit is entering another jurisdiction, Dispatch shall immediately notify the appropriate agency and advise them that our pursuit is entering their jurisdiction.

Dispatch shall keep the other agency updated, as best as possible, to the progress and location

West Lafayette Police Department

Policy Manual

Vehicle Pursuits

of the pursuit. If the other agency is able to monitor our radio traffic on Tippecanoe County Special Detail channel, they may choose to listen directly and dispatch would not need to keep them informed. However, the Dispatch Center shall make notification in all instances, and let the other agency decide if our dispatch needs to keep them informed.

Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a shift commander is notified/aware of the pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Assigning an incident number and logging all pursuit activities.

306.14 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

Foot Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

307.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

307.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.

West Lafayette Police Department

Policy Manual

Foot Pursuits

- (d) Thermal imaging or other sensing technology.
- (e) Air support.
- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

307.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (c) The officer is unsure of his/her location and direction of travel.
- (d) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.
- (e) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (f) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (g) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (h) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (i) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (j) The officer loses possession of his/her firearm or other essential equipment.
- (k) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (l) The suspect's location is no longer known.

West Lafayette Police Department

Policy Manual

Foot Pursuits

- (m) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.
- (n) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

307.5 RESPONSIBILITIES IN FOOT PURSUITS

307.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

307.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

Officer Response to Calls

308.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

308.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

308.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

308.3.1 ROUTINE CALLS

Officers responding to routine calls requesting assistance, respond expeditiously at normal traffic speeds. A routine call is one that is not in progress, and is normally a crime against property. This type of call can also be of a more serious nature, but due to the amount of time that has passed from the time the crime was actually committed, it does not warrant an emergency response.

308.3.2 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-21-1-8). When officers responding to emergency calls reach an area within reasonably close proximity of the crime scene, sirens may be turned off for calls where the probable offender(s) may be present.

The warning sound of the siren could cause panic in the offender(s) and result in physical harm or death to citizens in the area of the crime.

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (I.C. § 9-19-14-3):

- (a) When in pursuit or apprehending a violator or suspected violator.
- (b) When responding to a reported emergency involving possible personal injury, death or significant property damage.
- (c) When immediate assistance is requested by an officer or other law enforcement agency.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

West Lafayette Police Department

Policy Manual

Officer Response to Calls

308.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

308.5 SAFETY CONSIDERATIONS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-13-2-6(1)(B)).

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (I.C. § 9-21-1-8):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand in the roadway.
- Execute lawful intervention techniques.

When officers responding to emergency calls reach an area within reasonably close proximity of the crime scene, sirens may be turned off for calls where the probable offender(s) may be present.

The warning sound of the siren could cause panic in the offender(s) and result in physical harm or death to citizens in the area of the crime.

West Lafayette Police Department

Policy Manual

Officer Response to Calls

308.5.1 NUMBER OF OFFICERS ASSIGNED

Only the number of officers that are reasonably necessary should be assigned to respond to an emergency call or request for assistance.

An emergency response involving more than one police vehicle should be coordinated by the Dispatch Center .

308.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles (I.C. § 9-19-5-3).

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor and dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

308.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

308.8 THE DISPATCH CENTER

When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the dispatcher shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers.

308.8.1 RESPONSIBILITIES

Upon notification or assignment of an emergency response, the dispatcher is responsible for:

- (a) Confirming the location from which the officer is responding or requesting assistance.

West Lafayette Police Department
Policy Manual

Officer Response to Calls

- (b) Attempting to assign the closest available assisting officers to the location of the emergency call.
- (c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.
- (d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).
- (e) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor.

308.9 SUPERVISOR RESPONSIBILITIES

Supervisors shall monitor calls of their assigned units in order to determine when it is appropriate to alter officer assignments.

Supervisors may upgrade or downgrade a call depending on the information they receive in dispatch on the need for response for service.

Supervisors may poll officer locations of assigned districts and shift response assignments to emergency calls if they believe it will accomplish a more rapid response with less exposure to the public of speeding emergency vehicles.

Canines

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services to the community including, but not limited to, locating individuals, contraband and apprehending criminal offenders.

309.2 POLICY

It is the policy of the West Lafayette Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

309.3 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (c) Canine handlers will be responsible for maintaining the working proficiency of their assigned canine.
- (d) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of the affected area of their homes as well as their canine vehicles, to verify that conditions and equipment conform to policy.
- (f) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kennelled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (g) The canine can be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator.
- (i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

West Lafayette Police Department

Policy Manual

Canines

- (j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall make appropriate arrangements. If the canine is housed outside of the canine handlers normal place of residence, prior approval is required from the canine coordinator.
- (k) Canine handlers will be required to maintain current monthly reports on training, usage, and care of assigned canines. All training reports, usage reports, and vaccination reports can be reviewed at any time but will be submitted to the Patrol Division Commander, or person designated as the canine coordinator, at the end of the fiscal year.
- (l) Prisoner transport – Under no circumstances will a canine team transport a suspect who was physically apprehended by the canine.

309.3.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

309.4 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from other departments shall be reviewed by the Shift Supervisor for availability.

309.4.1 USE OF CANINE UNIT

1. Call out – The canine team will be on-call 24 hours a day, every day of the year.
2. Felony calls – When on duty, a canine unit should be dispatched to all felony calls in progress should the suspect attempt to flee, abandon an auto, or remain in a building or structure. When off duty, the decision to call out a canine unit will be made by a senior staff member, shift supervisor, or in their absence, the officer in charge.
3. Vehicle Pursuits – A canine unit will respond to the area of all vehicle pursuits in case the suspects abandon the auto and flee on foot. If at all possible the canine unit should assume the second or third car position in the pursuit.
4. Protection of officers and third parties – The canine will defend officers and third parties in the event that they are physically assaulted or an attempt is made to assault them.
5. Special Response Team – A canine team may be dispatched to the scene of S.R.T. operations.
6. Riot situations – Canine teams should be dispatched to all riot situations to be used as officer protection and crowd control.

West Lafayette Police Department

Policy Manual

Canines

7. Traffic stop deployments – Canine officers can assist with the free air “sniffing” of vehicles to discover drugs. Canines can be used for probable cause searches, consent searches, reasonable suspicion searches, and brief sniffs of cars on traffic stops, as well as in parking lots or otherwise in areas the officer has a legal right to be.
8. Building/Area deployments – Drug sniffs of locations can be done from public areas or with the consent of the property owner, a search warrant, or any exigent circumstance, as well as any other areas that the officer has a legal right to be.
9. Active break-in alarms or scenes of a break-in – The location can be cleared safely and quickly with a canine team. When the dog is used for a building search the canine officer will make loud verbal announcements as to the use and deployment of a trained police dog and ample time to respond will be given to allow any possible suspects to surrender.

309.4.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the Patrol Commander or Canine Coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the Patrol Commander or Canine Coordinator.

309.4.3 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out off-duty canine teams is discouraged and must be approved by the Patrol Commander.
- (d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

309.5 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the suspect is believed to have committed a felony or a misdemeanor crime of violence and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

West Lafayette Police Department

Policy Manual

Canines

- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

309.5.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

West Lafayette Police Department

Policy Manual

Canines

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

309.5.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

309.5.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a use of force report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in a case report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

In the event of a canine bite, whether intentional or accidental, the handler shall obtain a signed release of medical records and obtain a body worn camera statement from the suspect.

309.6 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions

West Lafayette Police Department

Policy Manual

Canines

and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.
- (e) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

309.6.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

309.6.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics.

309.7 NON CANINE HANDLER CONDUCT ON SCENE

1. Secure the area.
2. Do not contaminate the area more than necessary.
3. If forced entry is present, maintain and call for other units to maintain a silent perimeter. Do not enter the building or structure unless absolutely necessary.
4. Assist the canine team only as requested and directed by the handler or supervisor on scene.
5. If assigned as a back-up officer to the canine team, the handler will explain in detail what assistance is required.

West Lafayette Police Department

Policy Manual

Canines

6. On burglary calls, perimeter units should stay away from windows, doors, or other openings into the premises to be searched.
7. Keep loud noises and radio traffic to a minimum while the canine team is conducting a search.
8. Avoid lighting up the canine team with flashlights or spotlights.
9. Perimeter units should attempt to keep the area clear of any civilians.
10. In the case of a fleeing suspect, a perimeter should be set. The perimeter should consist of squad cars with fully lit emergency lights to assist in containing the suspect for canine. Officers should refrain from entering the perimeter area unless absolutely necessary. Officers on the scene should mark the last known location of the suspect that has not been contaminated with officers' scent.
11. Police canines shall not normally be handled or given commands by ANYONE other than the assigned handler. The police canine is not a pet and shall be treated as such. Handlers will not permit anyone to pet or hug their canine without their permission.

309.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

- (a) Have at least five years of service with the department
- (b) Have satisfactory work performance.
- (c) Be level headed in nature and able to make sound, split-second decisions.
- (d) An officer who is currently off probation.
- (e) Maintain good physical condition
- (f) Residing in an adequately fenced, single-family residence.
- (g) Have a willingness to care for and house the canine at the officer's residence with a kennel area that is provided by the department.

309.9 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), (29 USC § 207).

See attachment: [WLPD Canine Handler MOU.pdf](#)

309.10 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator

West Lafayette Police Department

Policy Manual

Canines

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

309.11 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

309.11.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (b) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

309.11.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

It is the handler's responsibility to notify the Patrol Division Commander or person designated as the canine unit supervisor if he notices a problem with his dog's performance.

309.11.3 TRAINING RECORDS

All canine training records shall be maintained by the canine handler and canine coordinator.

309.11.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances for canine training purposes must comply with federal and state requirements. Alternatively, the West Lafayette Police Department may work with outside trainers with the applicable licenses or permits.

West Lafayette Police Department

Policy Manual

Canines

309.11.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the West Lafayette Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

309.11.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

West Lafayette Police Department

Policy Manual

Canines

309.12 CANINE RETIREMENT

Canine officers may apply to take possession of their dog when the dog is retired from duty, injured permanently, or relieved of duty for any other reason and the department does not wish to reassign the canine to another handler.

309.13 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Patrol Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

Domestic or Family Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic or family violence through vigorous enforcement and to address domestic or family violence as a serious crime against society. The policy specifically addresses the commitment of the West Lafayette Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic or family violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic or family violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic or family violence - When a family or household member commits, attempts to commit or conspires to commit any of the offenses specified in I.C. § 35-31.5-2-76 against another family or household member.

310.2 POLICY

The West Lafayette Police Department's response to incidents of domestic or family violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic or family violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 OFFICER SAFETY

The investigation of domestic or family violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic or family violence cases:

- (a) Calls of reported, threatened, imminent or ongoing domestic or family violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

West Lafayette Police Department

Policy Manual

Domestic or Family Violence

- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Criminal Investigation Division in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (I.C. § 35-33-1-1.5).

310.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

310.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).
- (b) Document the resolution in a report.

310.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

West Lafayette Police Department

Policy Manual

Domestic or Family Violence

- (a) Victims shall be provided with the department's domestic violence information and the victims' rights information handouts, even if the incident may not rise to the level of a crime (I.C. § 35-33-1-1.5).
- (b) Victims should also be alerted to any available victim advocates, shelters and community resources.
- (c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall stand by for a reasonable amount of time (I.C. § 35-33-1-1.5).
- (d) If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- (e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter or other designated place of safety if the victim either expresses a concern for his/her safety or if the officer determines that a need exists (I.C. § 35-33-1-1.5).
- (f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, officers should seek or assist the victim in obtaining an emergency order.
- (h) All reasonable steps to prevent further violence should be taken whether or not listed above (I.C. § 35-33-1-1.5).

310.6 DISPATCH ASSISTANCE

All calls of domestic or family violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.6.1 DISPATCH RESPONSIBILITIES

Domestic Violence calls shall be treated as a possible life threatening call. Officers dispatched should be given as much information as possible that may aid in protecting the officer and victim's lives. Information that should be ascertained by Dispatch and forwarded includes:

- a) Whether the suspect is still present;
- b) Suspect's identity, description, and location (if known);
- c) Whether the suspect is under the influence of alcohol or drugs;
- d) If a weapon is involved;
- e) Number of children present;

West Lafayette Police Department

Policy Manual

Domestic or Family Violence

- f) Any current protective or restraining orders against the suspect; and
- g) Any complaint history, including weapons.

No less than two officers should be dispatched whenever possible.

A dispatcher shall not cancel police response if a call from the complainant is received canceling the call. However, officers responding to the incident should be informed of the call.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic or family violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265; I.C. § 34-26-5-17). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state, except for certain mutual protection orders.

A certified copy of an order for protection is not required for enforcement nor is a paper copy if the order is retrievable from a database in a perceivable form. If a foreign court order is not presented, an investigating officer may consider other information to determine under a totality of the circumstances whether there is probable cause to believe that a valid foreign court order exists (I.C. § 34-26-5-17).

If an investigating officer determines that an otherwise valid foreign court order cannot be enforced because the subject of the order has not been notified or served with the order, the officer shall (I.C. § 34-26-5-17):

- (a) Inform the subject of the order.
- (b) Serve the order on the subject of the order.
- (c) Ensure that the order and service of the order are entered into the state depository.
- (d) Allow the subject of the order a reasonable opportunity to comply with the order before enforcing the order.
- (e) Ensure the safety of the protected person while giving the subject of the order the opportunity to comply with the order.

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

West Lafayette Police Department

Policy Manual

Domestic or Family Violence

- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.9 STANDARDS FOR ARRESTS

Officers investigating a domestic or family violence report should consider the following:

- (a) An officer investigating a crime involving domestic or family violence should make an arrest of a suspect when lawful to do so (unless a supervisor grants an exception) (I.C. § 35-33-1-1.5).
- (b) A person arrested for an offense or attempted offense involving the use of force or threatened use of a deadly weapon committed against a current or former spouse, parent, guardian, person with whom the person shared a child in common or cohabitant shall be kept in custody for at least eight hours from the time of the arrest even if the person provides bail pursuant to I.C. § 35-33-1-1.7 (I.C. § 35-31.5-2-78).
- (c) An officer may arrest a person for the following offenses upon probable cause even if the offense did not rise to the level of a felony or was not committed in the officer's presence (I.C. § 35-33-1-1):
 - 1. Domestic battery
 - 2. Interference with reporting of a crime
 - 3. Preventing the reporting of a crime involving domestic or family violence

310.9.1 FACTORS SUPPORTING PROBABLE CAUSE

The following list includes, but is not limited to, factors supporting probable cause warrantless arrests for misdemeanor domestic battery:

- a) Visible signs of injury or impairment to the victim.
- b) Use of any dangerous objects or weapons.
- c) Knowledge of prior assaults by the offender or a history of police calls.
- d) Any threats overheard by officers or relayed to officers by the victim.
- e) Circumstantial evidence that suggest that an assault occurred (e.g., phone pulled out of wall, furniture broken, door broken, etc.).
- f) Statements made by witnesses (neighbors, children).
- g) Factors that lead the officer to believe that the violence will reoccur such as:
 - (1) The offender has a history of arrests or police calls involving domestic violence.

West Lafayette Police Department

Policy Manual

Domestic or Family Violence

- (2) The offender is violating a criminal court-issued "no contact" or "restraining" order.
 - (3) The offender has previously violated valid temporary restraining orders.
 - (4) The offender has a prior history of other assaulting behavior (e.g., arrests and convictions for battery or aggravated assaults).
- h) Statements taken from the victim expressing fear of retaliation or further violence should the offender be released.

If the offender has left the scene, officers shall in addition to the previously listed steps:

1. Conduct a search of the immediate area;
2. Obtain information from the victim and any witnesses regarding the offender's possible location; and
3. If the offender is located within twenty-four hours you can make a warrantless arrest of the batterer for misdemeanor domestic battery if probable cause exists. After the twenty-four hour time period has elapsed, a warrant must be secured.
 - a. Felony Battery has no time limit.

Inform the victim that the batterer will be arrested if located within the twenty-four hour time period, and will be incarcerated for a twelve-hour period before being eligible for bond.

Advise the victim they may call the Tippecanoe County Jail Book In Station to find out when the batterer is released.

Search and Seizure

311.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for West Lafayette Police Department personnel to consider when dealing with search and seizure issues.

311.2 POLICY

It is the policy of the West Lafayette Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

West Lafayette Police Department

Policy Manual

Search and Seizure

311.3.1 CONSENT SEARCHES

Consent must be voluntary and by the actual occupant of the property. In the case of a vehicle the operator of the vehicle may give consent if the owner is not present.

To validate a consensual search the officers must be able to show that the accused's consent was "Voluntary and not the result of force or coercion."

A person in police custody has the right to the assistance of counsel before consenting to a search.

The person in custody must be specifically advised of this right and give a valid waiver of the right before consent can be obtained. (Indiana Pirtle Warning).

All custodial consent searches will be documented on the department "Advise of Rights – Consent to Search" form or on the officers body worn camera.

311.3.2 CONSENT SEARCH OF HOMES

Consent will be documented on the department "Consent to search form" or on the officers body worn camera.

311.3.3 REVOCATION OF CONSENT

The person giving consent may at any time revoke his/her consent. The accused may also limit his/her consent to only certain areas.

311.4 PROBABLE CAUSE SEARCH OF MOVING VEHICLE

Officers may search an automobile that has been moving or is temporarily stopped, if they have probable cause to believe the vehicle contains items subject to seizure that are in plain view and observed during the stop.

This type of search can occur when officers have probable cause to believe the vehicle contains weapons or "Contraband." Probable cause may be based on traces of contraband in "plain view" or the odor of the same. The presence of contraband or weapons may also be inferred if an occupant of the vehicle makes a "furtive gesture" as if to be hiding something from the officer.

311.5 EMERGENCY WARRANTLESS SEARCHES

A warrantless search may be justified in emergency situations.

Officers may enter a dwelling without a warrant in response to exigent circumstances, i.e.: screams for help, fire, etc. This search will be limited to locating victims or suspects unless seizable items are observed in "plain view."

Officers may also enter a dwelling when in "hot pursuit" of a suspect.

311.6 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.

West Lafayette Police Department

Policy Manual

Search and Seizure

- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.
- (f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 - 1. Another officer or a supervisor should witness the search.
 - 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

311.7 DOCUMENTATION

Officers are responsible for documenting any search in a case report and for ensuring that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Child Abuse

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when West Lafayette Police Department members are required to notify the Department of Child Services (DCS) of suspected child abuse.

312.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving physical or sexual violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement.

312.2 POLICY

The West Lafayette Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCS is notified as required by law.

312.3 MANDATORY NOTIFICATION

Members of the West Lafayette Police Department shall notify DCS when there is reason to believe a child may be the victim of abuse or neglect, whether or not there exists an imminent danger to the child's health or welfare (I.C. § 31-33-5-1; I.C. § 31-33-7-7).

For purposes of notification, child abuse or neglect means a child described in I.C. § 31-34-1-1 through I.C. § 31-34-1-5, regardless of whether the child needs care, treatment, rehabilitation or the coercive intervention of a court (I.C. § 31-9-2-14).

Members of the West Lafayette Police Department shall also notify DCS anytime a suspected child victim of an offense under I.C. § 35-42-3.5-1 (human trafficking, sexual trafficking) is detained and may be a victim of child abuse or neglect (I.C. § 35-42-3.5-4).

312.3.1 NOTIFICATION PROCEDURE

Notification shall occur as follows (I.C. § 31-33-5-4):

- (a) Members should immediately call the DCS child abuse and neglect hotline. Members may also fax or email reports of abuse or neglect to the appropriate child protective services agency.
- (b) If the child has died, the member shall also give telephone notice to the appropriate prosecuting attorney (I.C. § 31-33-8-4).

312.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

West Lafayette Police Department

Policy Manual

Child Abuse

- (a) Conduct interviews in child-appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review (I.C. § 31-33-8-10).
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Participate in or coordinate with multidisciplinary investigative teams as applicable.

312.5 INVESTIGATIONS AND REPORTING

Officers shall conduct an immediate on-site assessment with DCS or the applicable child protective services agency whenever there is reason to believe that an offense has been committed (I.C. § 31-33-7-7; I.C. § 31-33-8-2).

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated (I.C. § 31-33-8-8).

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officers in all circumstances where a suspected child abuse victim was contacted.
- (b) Any relevant statements the child may have made and to whom he/she made the statements.
- (c) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the child. This shall include photographs of such injuries, if practicable (I.C. § 31-33-8-3).
- (e) Whether the child victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names and ages of any other children who may reside in the residence.
- (g) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

312.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCS. Generally, removal of a child from his/her family, guardian or other responsible adult

West Lafayette Police Department

Policy Manual

Child Abuse

should be left to the child welfare authorities when they are present or have become involved in an investigation (I.C. § 31-33-8-8).

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCS.

Officers will not take a child into protective custody without prior approval from a shift commander.

Children may only be removed from a parent or guardian:

- (a) Upon a court order or warrant (I.C. § 31-33-8-8; I.C. § 31-21-6-14; I.C. § 31-34-2-1).
- (b) When the member has probable cause to believe the child is in need of services and (I.C. § 31-34-2-3):
 - 1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
 - 2. There is no reasonable opportunity to obtain an order of the court.
 - 3. Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

312.6.1 SAFE HAVEN LAW

Officers shall take custody of a child who appears to be not more than 30 days old who is voluntarily left with the officer by a parent without an expressed intent to return for the child (I.C. § 31-34-2.5-1). Any person voluntarily leaving the child is not obligated to disclose the parent's or his/her own name.

The officer taking custody of the child shall immediately notify DCS to assume the care, control and custody of the child (I.C. § 31-34-2.5-2).

312.7 INTERVIEWS

312.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should not interview the suspected child abuse victim prior to the notification of DCS to determine if a forensic interview should be conducted. Officers should record the preliminary interview with the reporting party of the suspected child abuse.. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in child forensic interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

West Lafayette Police Department

Policy Manual

Child Abuse

312.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

312.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility. Whenever possible the forensic interview should be conducted prior to the medical exam.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

Officers should request and obtain a copy of all photographs and a summary of X-rays and other medical care provided if available (I.C. § 31-33-10-3).

312.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics (I.C. § 31-34-1-2).

312.10 STATE MANDATES AND OTHER RELEVANT LAWS

This department shall investigate alleged child abuse or neglect in the same manner that the Department conducts any other criminal investigation (I.C. § 31-33-8-2).

312.10.1 PROCESSING REPORTS AND RECORDS

The department shall forward any information, including copies of reports, to DCS and the appropriate juvenile court (I.C. § 31-33-7-7; I.C. § 31-33-8-11).

West Lafayette Police Department

Policy Manual

Child Abuse

Copies of reports that involve the death of a child shall also be promptly forwarded to the appropriate prosecuting attorney (I.C. § 31-33-8-4).

312.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 31-33-18-1; I.C. § 31-33-18-2).

312.10.3 DISCLOSURE OF INFORMATION

The Department shall release child abuse or neglect information and reports to DCS (I.C. § 31-33-8-11).

312.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.
- (g) Recognizing abuse that requires mandatory notification to another agency.

Adult Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for West Lafayette Police Department members as required by law.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

313.2 POLICY

The West Lafayette Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

313.3 MANDATORY NOTIFICATION

A member of the West Lafayette Police Department shall notify Adult Protective Services (APS) when the member reasonably believes a person has been the victim of adult abuse (I.C. § 35-46-1-13(c); I.C. § 12-10-3-9; I.C. § 12-10-3-10(b)).

For purposes of notification, adult abuse includes the battery, neglect and exploitation of a person who is 18 years or older and is incapable by reason of mental illness, developmental or intellectual disability or dementia or otherwise lacks the capacity to manage his/her property or to provide or direct the provision of self-care (I.C. § 12-10-3-2).

313.3.1 NOTIFICATION PROCEDURE

Notification shall be immediately made to the APS hotline or local APS unit, and should include as much of the following as is known (I.C. § 12-10-3-10):

- (a) The name, age and address of the victim
- (b) The names and addresses of family members or other persons financially responsible for the victim's care or other individuals who may be able to provide relevant information
- (c) The apparent nature and extent of the alleged neglect, battery or exploitation and the victim's physical and mental condition
- (d) The name, address and telephone number of any person who reported the alleged abuse to the Department and the basis of the reporter's knowledge
- (e) The name and address of the alleged offender
- (f) Any other relevant information regarding the circumstances of the endangered adult

West Lafayette Police Department

Policy Manual

Adult Abuse

313.4 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

313.5 PROTECTIVE CUSTODY

Removal of an adult abuse victim from his/her family, guardian or other responsible adult is the responsibility of APS (I.C. § 12-10-3-23; I.C. § 12-10-3-28).

When it appears necessary to protect adult abuse victims by taking the victim into protective custody, members should contact APS and request APS to obtain an emergency protective order.

313.6 INTERVIEWS

313.6.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When

West Lafayette Police Department

Policy Manual

Adult Abuse

practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

313.6.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

313.7 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

313.8 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

313.9 STATE MANDATES AND OTHER RELEVANT LAWS

Indiana requires or permits the following:

313.10 RECORDS DIVISION RESPONSIBILITIES

The Records Division is responsible for:

- (a) Providing a copy of the adult abuse report to APS.
- (b) Retaining the original adult abuse report with the initial case file.

West Lafayette Police Department
Policy Manual

Adult Abuse

313.11 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 12-10-3-15).

313.12 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

314.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

314.2 POLICY

The West Lafayette Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

314.3 DEFINITIONS

Definitions related to this policy include:

314.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

314.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination,

West Lafayette Police Department

Policy Manual

Discriminatory Harassment

participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

314.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

314.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Indiana Civil Rights Commission guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

314.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Resources or the Clerk.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment, discrimination or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

West Lafayette Police Department

Policy Manual

Discriminatory Harassment

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

314.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Resources or the Clerk for further information, direction or clarification.

314.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include, but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

314.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

West Lafayette Police Department

Policy Manual

Discriminatory Harassment

314.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

314.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

314.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Director of Human Resources or the Clerk.

314.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

314.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

West Lafayette Police Department

Policy Manual

Discriminatory Harassment

- (a) Approved by the Chief of Police, the Clerk or the Director of Human Resources, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

314.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

314.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

Missing Persons

315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations (I.C. § 5-2-17-1 et seq.).

315.1.1 DEFINITIONS

Definitions related to this policy include:

High risk - A person whose whereabouts are not known and who may be at risk of injury or death. High risk includes, but is not limited to, a missing person (I.C. § 5-2-17-1):

- (a) Who is missing as a result of abduction by a stranger.
- (b) Whose disappearance may be the result of the commission of a crime.
- (c) Whose disappearance occurred under circumstances that are inherently dangerous.
- (d) At risk due to abduction by a noncustodial parent.
- (e) Who is mentally impaired.
- (f) Under the age of 21.
- (g) Who has previously been the victim of a threat or act of violence.
- (h) Who has been determined by a law enforcement agency to be at risk for injury or death.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Indiana Data and Communication System (IDACS) and the Indiana Clearinghouse for Missing Children and Missing Endangered Adults (I.C. § 10-13-3-35).

315.2 POLICY

The West Lafayette Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

315.3 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone, electronically or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (I.C. § 5-2-17-4; I.C. § 5-2-17-5; I.C. § 12-10-18-1; I.C. § 31-36-1-1).

West Lafayette Police Department

Policy Manual

Missing Persons

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

If jurisdiction is in question, the officer shall advise the individual to also make a report to the law enforcement agency having jurisdiction where the missing person was last seen or, if that place is unknown, where the missing person resides (I.C. § 5-2-17-4).

315.4 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable and begin the investigation (I.C. § 31-36-2-1; I.C. § 12-10-18-4).
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be high risk (I.C. § 5-2-17-6(b)).
 1. If the missing person is under 18 years of age, provide the reporting party with the information pamphlet from the Indiana State Police (ISP) about the National Center for Missing and Exploited Children and the National Runaway Safeline (I.C. § 5-2-17-7; I.C. § 10-11-2-34).
- (c) Notify a supervisor immediately if there is evidence that a missing person is either high risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast an alert if the person is high risk. This shall be immediately broadcast as required by I.C. § 5-2-17-10(d).
- (e) Ensure that entries are made into the appropriate missing person networks:
 1. Immediately, when the missing person is high risk (I.C. § 5-2-17-10(d)).
 2. In all other cases, as soon as practicable, recommended within two hours, but not later than five hours, from the time of the initial report (I.C. § 31-36-1-2; I.C. § 5-2-17-10(c)).
- (f) Complete the appropriate report forms accurately and completely as required (I.C. § 5-2-17-6; I.C. § 12-10-18-1; I.C. § 12-10-18-2; I.C. § 31-36-1-1; I.C. § 31-36-1-2).
- (g) Initiate a search as applicable under the facts.
- (h) Collect and/or review:
 1. A photograph and fingerprint card of the missing person, if available.
 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

West Lafayette Police Department

Policy Manual

Missing Persons

- (i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (k) If the missing person qualifies for an AMBER Alert™ or a Silver Alert, contact the ISP as soon as practical (I.C. § 12-10-18-3).
- (l) As necessary, obtain the assistance of other law enforcement agencies (I.C. § 5-2-17-10(a)).
- (m) As appropriate, the officer shall inform other law enforcement agencies of a high-risk missing person (I.C. § 5-2-17-10(b)).
- (n) If requested, inform the individual making the report, a family member of the missing person and any other individual who may be helpful in locating the missing person of the following (I.C. § 5-2-17-7):
 1. The general procedure for handling missing person cases.
 2. The approach of the case, unless disclosure would adversely affect the investigation.
 3. That additional information may be required if the missing person is not promptly located or if additional information is discovered in the course of the investigation.
 4. Provide contact information for the NCMEC or the Americas Missing Adults, or other similar organizations and advise that those organizations may provide additional resources.

315.5 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

315.5.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 1. The reports should be promptly sent to the Records Division.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

West Lafayette Police Department

Policy Manual

Missing Persons

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.
- (g) Assessing new information that may make the person high risk (I.C. § 5-2-17-6(b)).
- (h) Making a determination to stop the investigation if the person is not missing or is voluntarily missing (I.C. § 5-2-17-6(c)).
 1. If the investigation is cancelled, ensure the investigative steps and results of the investigation are properly documented (I.C. § 5-2-17-6(d)).
 2. Ensure that the location of the missing person is not disclosed to others if the missing person requests confidentiality (I.C. § 5-2-17-6(e)).
- (i) Determining if a photograph of the missing person should be released to the public (I.C. § 5-2-17-9).
- (j) Making a determination regarding the release of information to other agencies, the media and the public (I.C. § 12-10-18-3).

315.5.2 CRIMINAL INVESTIGATIONS DIVISION RESPONSIBILITIES

Additional responsibilities of the Criminal Investigations Division

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding copies of a missing child report to all agencies as required by I.C. § 31-36-1-3.
- (e) Coordinating with the NCIC Terminal Contractor for Indiana to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

315.6 CRIMINAL INVESTIGATION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school, child care center or child home care is notified no later than 15 days after completion of the report if the missing person is a child less than 13 years of age (I.C. § 31-36-1-4).
 1. The notice shall be in writing and should also include a photograph.
 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the

West Lafayette Police Department

Policy Manual

Missing Persons

investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school (I.C. § 31-36-1-5).

- (b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update IDACS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (42 USC § 5780).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (42 USC § 5780).
- (g) Should make appropriate inquiry with the Coroner.
- (h) Should obtain and forward medical records, dental records, photos, X-rays and biological samples, as applicable (I.C. § 5-2-17-8; I.C. § 31-36-2-3).
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph as appropriate and enter the photograph into applicable missing person networks (42 USC § 5780).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) Shall update the NCIC's Missing Person File if an arrest warrant is issued for a person who abducted or unlawfully retained a missing child (I.C. § 31-36-2-5).
- (l) Shall search the NCIC's Wanted Person File for reports of arrest warrants issued for persons who allegedly abducted or unlawfully retained children and compare these reports to the missing child's NCIC Missing Person File (I.C. § 31-36-2-2).
- (m) Shall update the investigation upon the discovery of new information and forward the information to the appropriate agencies and organizations (I.C. § 31-36-2-2).
- (n) Shall report as soon as possible relevant information to the FBI's Violent Criminal Apprehension Program (ViCAP) (I.C. § 5-2-17-9).
- (o) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

315.7 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party,

West Lafayette Police Department

Policy Manual

Missing Persons

as appropriate, and other involved agencies and refer the case for additional investigation if warranted. When a missing child is found, notification shall be promptly made to all involved agencies, and persons as provided in I.C. § 31-36-2-6.

The Captain of Investigations shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) The missing child's school, child care center or child care home is promptly notified (I.C. § 31-36-2-6).
- (b) Entries are made in the applicable missing person networks.
- (c) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

315.7.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

315.8 CASE CLOSURE

The Captain of Investigations may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of West Lafayette or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

Public Alerts

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

316.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

316.3 RESPONSIBILITIES

316.3.1 MEMBER RESPONSIBILITIES

Members of the West Lafayette Police Department should notify their supervisors as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

316.3.2 SUPERVISOR RESPONSIBILITIES

The Shift Commander is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the appropriate division Captain when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

- (a) Updating alerts.
- (b) Canceling alerts.
- (c) Ensuring all appropriate reports are completed.

316.4 AMBER™ ALERTS

AMBER™ Alerts are used to provide a statewide system for the rapid dissemination of information regarding abducted children (I.C. § 10-13-5-1).

316.4.1 CRITERIA

The following criteria are utilized to determine if an AMBER™ Alert should be requested (I.C. § 10-13-5-4):

- (a) An officer has a reasonable belief that an abduction has occurred.
- (b) An officer believes that a child is in imminent danger of serious bodily injury or death.
- (c) Enough descriptive information exists about the victim and the abductor for this department to request that the superintendent of the Indiana State Police (ISP) issue an AMBER™ Alert.

West Lafayette Police Department

Policy Manual

Public Alerts

- (d) The victim of the abduction is a child less than 18 years of age.
- (e) The victim is a temporary or permanent resident of the state of Indiana.

316.4.2 PROCEDURE

The following procedures for initiating an AMBER™ Alert are used when a member of the West Lafayette Police Department receives a report from a parent or guardian that a child is missing:

- (a) Obtain approval to activate an Alert through shift command.
- (b) Activation of an Alert is processed through IDACS. The case officer shall provide all relevant information to the Dispatch Center for activation through IDACS.
 - 1. Contact can be made by calling the Fusion Center at 1-866-400-4432 for additional assistance
 - 2. Contact can be made with the Indiana Missing and Exploited Child and Adult Clearinghouse at 1-800-831-8953 for additional assistance.
- (c) The member receiving the information shall notify all on-duty officers of the existence of a missing child report.

316.5 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding specific incidents relating to law enforcement officers (I.C. § 10-13-8-1).

316.5.1 CRITERIA

The following criteria are circumstances warranting a Blue Alert (I.C. § 10-13-8-8):

- (a) A law enforcement officer has been killed or seriously injured while in the line of duty.
- (b) The suspect has not been apprehended and may be a serious threat to the public or other law enforcement personnel.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.
- (d) If a law enforcement officer is missing while in the line of duty, sufficient information is available to disseminate to the public that could assist in locating the law enforcement officer.

316.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert:

- (a) Obtain approval to activate an Alert through shift command.
- (b) Before requesting activation of the Blue Alert system this department shall verify the criteria for activating the Blue Alert System has been met (I.C. § 10-13-8-8).
- (c) Activation of an Alert is processed through IDACS. All relevant information shall be sent to the Dispatch Center for activation through the IDACS system.

West Lafayette Police Department

Policy Manual

Public Alerts

1. Contact can be made by calling the Fusion Center at 1-866-400-4432 for additional assistance
2. Contact can be made with the Indiana Missing and Exploited Child and Adult Clearinghouse at 1-800-831-8953 for additional assistance.

316.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing endangered adult or high-risk missing person (I.C. § 12-7-2-131.3; I.C. § 5-2-17-1).

316.6.1 CRITERIA

A Silver Alert shall be activated when (I.C. § 12-7-2-131.3; I.C. § 5-2-17-1):

- (a) An officer believes that a disabled adult or high-risk person is missing.
- (b) An officer believes that the disabled adult or high-risk person is in risk of injury or death.
- (c) The West Lafayette Police Department confirms that an investigation has taken place verifying the disappearance and eliminating alternative explanations for the disabled adult's or high-risk missing person's disappearance.
- (d) The disabled adult or high-risk missing person is a temporary or permanent resident of the state of Indiana.

316.6.2 PROCEDURE

The following is the procedure for initiating a Silver Alert when members of the West Lafayette Police Department receive information that a disabled adult or high-risk person is missing. The investigating officer (I.C. § 5-2-17-10; I.C. § 12-10-18-3):

- (a) Obtain approval to activate an Alert through shift command
- (b) Verify that the criteria for requesting a Silver Alert has been satisfied.
- (c) Activation of an Alert is processed through IDACS. The case officer shall provide all relevant information to the Dispatch Center for activation through the IDACS system.

1. Contact can be made by calling the Fusion Center at 1-866-400-4432 for additional assistance.
2. Contact can be made with the Indiana Missing and Exploited Child and Adult Clearinghouse at 1-800-831-8953 for additional assistance.

316.7 A CHILD IS MISSING ALERT

316.7.1 PURPOSE

To provide a guideline for the activation of the Child Is Missing System and the various types of uses the system has.

West Lafayette Police Department

Policy Manual

Public Alerts

316.7.2 POLICY

It is the policy of this department to thoroughly investigate all cases of a missing person and to use all available recourses to locate the missing.

316.7.3 CRITERIA

When to activate the "A Child Is Missing Alert System":

1. If a child has wandered off and you can't find parents.
2. Runaways when foul play is suspected.
3. First time runaways/missing with/without foul play.
4. Stranger/Parental abductions.
5. Elderly wander off (with Alzheimer's or other medical needs).

Shift Command approval is required before activating any Alert system.

316.7.4 PROCEDURE

How to activate the "A Child Is Missing Alert System":

1. This system can be activated 24/7 365 days a year.
2. Call 1-888-875-2246 or 954-763-1288. Fax: 954-763-4569
3. Provide the operator with all necessary information.

Victim and Witness Assistance

317.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

317.2 POLICY

The West Lafayette Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the West Lafayette Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy (Ind. Const. Art. 1 § 13(b)).

317.3 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

Officers shall document providing assistance information to victims in their case reports.

317.4 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Bias Crimes

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

318.1.1 DEFINITIONS

Definitions related to this policy include:

Bias crime - A crime motivated by prejudice based on the actual or perceived color, creed, disability, national origin, race, religion, or sexual orientation of the victim (I.C. § 10-13-3-1).

318.2 POLICY

The West Lafayette Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

318.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely bias crimes by:

- (a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of bias crimes, and forming networks that address prevention and response.
- (b) Providing victim assistance and community follow-up or identifying available resources.
- (c) Educating community and civic groups about bias crime laws.

318.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected bias crime or other activity that reasonably appears to involve a potential bias crime, the following should occur:

- (a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practicable.
- (c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible bias crime.
- (d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
- (e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

West Lafayette Police Department

Policy Manual

Bias Crimes

- (f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a bias crime.
- (g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.
- (h) The assigned officers should include all available evidence indicating the likelihood of a bias crime in the relevant reports. All related reports should be clearly marked "bias Crime" to enable identification for federal hate crime reporting.
- (i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., a Petition for a Temporary Protective Order) through the courts.

318.4.1 CRIMINAL INVESTIGATION RESPONSIBILITIES

If a bias crime case is assigned to the Criminal Investigation, the assigned investigator will be responsible for:

- (a) Coordinating further investigation
- (b) Maintaining contact with the victim and other involved individuals, as needed.

Standards of Conduct

319.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the West Lafayette Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

319.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

319.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

319.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

West Lafayette Police Department

Policy Manual

Standards of Conduct

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

319.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.
- (d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

319.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Indiana Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Many of the responsibilities with which Officers are empowered involve the rights of others and matters of physical safety. Police Officers have the authority to make decisions that may significantly restrict the freedom of movement of another person or may involve deadly force. Because of the magnitude of this authority, Officers shall consistently demonstrate the use of good judgment in both routine matters and emergency situations. Failure to use good judgment could result in the injury to self or others, loss of prosecution, loss of public trust, and create the potential for civil liability.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

319.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

West Lafayette Police Department

Policy Manual

Standards of Conduct

319.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions, contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

319.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the West Lafayette Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.
- (h) No officer or employee of the department shall sign, endorse or agree to secure any note or other obligations to pay money on the part of any other fellow officer or employee.

319.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

319.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

West Lafayette Police Department

Policy Manual

Standards of Conduct

- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

319.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

319.5.6 DUTY STATUS OF ALL OFFICERS

Each Officer of the Department shall be available for emergency duty upon call from the Department in all cases where emergencies are declared by the mayor. Each Officer shall also be available for special duty with the Department upon the call of the Chief. Failure or refusal to respond to a call to duty in such instances shall be considered neglect or disobedience of orders.

319.5.7 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any West Lafayette Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

319.5.8 EFFICIENCY

- (a) Neglect of duty.

West Lafayette Police Department

Policy Manual

Standards of Conduct

- (b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, home contact telephone numbers or marital status.

319.5.9 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Officers and employees shall submit all oral, or written reports required by Policy, General Order, Special Order, Order or Rules of Conduct, or when requested to do so by the Chief on any official business with the Department.
- (e) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (f) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (g) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 1. While on department premises.
 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (h) Improper political activity including:
 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on department property or while in any

West Lafayette Police Department

Policy Manual

Standards of Conduct

way representing him/herself as a member of this department, except as expressly authorized by City policy or the Chief of Police.

- (i) Engaging in political activities during assigned working hours except as expressly authorized by the Chief of Police.
- (j) Any act on- or off-duty that brings discredit to this department.

319.5.10 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Officers and employees shall be expected to report to the Chief any criminal violations of the City, State or Federal laws committed by a fellow officer or employee, and any violations of Policies or Rules of Conduct of the Department.
- (c) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (d) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (e) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (f) Engaging in horseplay that reasonably could result in injury or property damage.
- (g) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (h) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (i) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (j) Unauthorized possession of, loss of or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (k) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (l) Activity that is incompatible with a member's conditions of employment or appointment as established by law.
- (m) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (n) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.
- (o) All Officers and employees shall pay their personal bills and just debts promptly, and so maintain their personal credit as to avoid doing injury to the reputation of the department, or to themselves. Officers and employees shall avoid obligations of just debts that are beyond their ability to meet.

West Lafayette Police Department

Policy Manual

Standards of Conduct

- (p) Officers and employees shall avoid conducting any personal business while on duty which may interfere with the performance of his/her police duties or civilian duties.

319.5.11 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling, including loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic accident.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

319.5.12 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
- (d) Officers and employees on duty, or officers and uniformed civilian personnel off duty in uniform may not enter any immediate premises where intoxicating liquors are sold and consumed, except in the immediate performance of specific police duty. This Rule of Conduct shall not forbid an officer or employee from eating in a restaurant or entering another establishment which is principally engaged in services or sale of goods other than intoxicating liquors, and providing that the officer or employee does not take a place at the bar, or is served at the bar.

319.6 STRIKE DUTY

Officers and employees assigned to any strike duty shall avoid any public expression, comment or statement regarding the issues, parties involved, other individuals, except as may be required to maintain public peace and order. Violations of this Rule of Conduct shall be considered conduct injurious to public peace and welfare.

West Lafayette Police Department

Policy Manual

Standards of Conduct

319.7 RECOMMENDING WITHDRAWAL OF CHARGES, LENIENCY, OR SEVERE PENALTY

Officers and employees shall make no recommendations for withdrawal of any criminal charge previously filed against a defendant, nor make any recommendation for leniency or severe punishment to any court without the express permission from the Chief of Police.

319.8 RESIGNATIONS

Officers and employees desiring to resign from the Department shall submit such request in writing to the Chief of Police.

319.9 UNAUTHORIZED DECORATIONS, DRAWINGS, WRITTEN COMMENTS

The following order is in effect with regard to lockers, posters, or any officially posted materials within this department headquarters, substation, or on any of its equipment.

- A. No unauthorized drawings or written comments are to be placed on any bulletin boards, walls, lockers, posted departmental information, etc. Such acts constitute defacement of city property.
- B. Personalization of lockers shall be limited to the inside of the locker doors and those locker doors are to remain closed except when items are being placed in, or removed from them.

Information Technology Use

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the West Lafayette Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

320.2 POLICY

It is the policy of the West Lafayette Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

320.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

West Lafayette Police Department

Policy Manual

Information Technology Use

320.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Supervisors.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

320.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

320.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain

West Lafayette Police Department

Policy Manual

Information Technology Use

exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

320.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

320.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Department Use of Social Media

321.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

321.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

321.2 POLICY

The West Lafayette Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

321.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

321.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.

West Lafayette Police Department

Policy Manual

Department Use of Social Media

- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Media releases.
- (h) Recruitment of personnel.

321.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the West Lafayette Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

321.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

Report Preparation

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

322.2 POLICY

It is the policy of the West Lafayette Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

322.3 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

322.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

322.4.1 NAME BLOCK

As part of identifying all parties involved in any police action, officers shall obtain a full name block of each relevant person. A full name block will include, at minimum, the following:

- Full name (first, middle and last)
- Current local residential address
- Date of birth
- Social security number
- Telephone number
- Email address

West Lafayette Police Department

Policy Manual

Report Preparation

The full name block of all relevant persons will be entered into RMS.

A complete BMV inquiry of each person will be attached to the CAD sheet.

322.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

322.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

322.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Division for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Division may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

Media Relations

323.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

323.2 POLICY

It is the policy of the West Lafayette Police Department to protect the privacy rights of individuals when releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

323.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Shift Commanders and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

323.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

323.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

- (a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.
- (b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

West Lafayette Police Department

Policy Manual

Media Relations

- (c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.
- (d) Information concerning on-going major investigations will be given out to News Media or public only by the following:
 - a) Typed or emailed news release.
 - b) By the Chief of Police or his designee

323.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.
 - 1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

323.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

323.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

West Lafayette Police Department

Policy Manual

Media Relations

323.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the approval of the Chief of Police.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy) shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Captain of Special Services. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

323.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

323.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Shift Supervisor.

The daily information log will generally include:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).
- (b) The date, time, location, case number, name, and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles).
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.
- (d) If News Media has already been in to review the Daily Bulletin, and telephone this department to verify information that was on the bulletin, officers shall assist with their inquiry.

323.9 TRAINING

Prior to releasing information to the public, any member designated to serve as the PIO should receive training relevant to the position.

Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the West Lafayette Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

324.2 POLICY

West Lafayette Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

324.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

324.3.1 TESTIMONY IN CIVIL MATTERS

Officers and employees shall not testify in civil matters based on fact coming into their possession in an official capacity, unless legally summoned to do so by a court, or body with power to summons.

324.3.2 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the West Lafayette Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the West Lafayette Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

West Lafayette Police Department

Policy Manual

Subpoenas and Court Appearances

324.3.3 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties.

324.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

324.5 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members of the Patrol Division shall dress in the department uniform for court appearances. Members not assigned to the Patrol Division shall dress in business attire for court appearances.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard

324.5.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

Outside Agency Assistance

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

325.2 POLICY

It is the policy of the West Lafayette Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor for approval.

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

325.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.4.1 INTERLOCAL MUTUAL AID

The West Lafayette Police Department may enter an interlocal mutual aid agreement with another law enforcement agency for the purpose of providing and receiving aid and assistance (I.C. § 36-1-7-3).

Officers responding to a request for interlocal assistance shall have the same powers and duties as the requesting agency's law enforcement officers during the duration of the request for assistance (I.C. § 36-1-7-7).

Officers responding to a request for assistance remain subject to the rules and regulations of the West Lafayette Police Department (I.C. § 36-1-7-7).

325.4.2 REQUESTING INTRASTATE MUTUAL AID

Requests for intrastate mutual aid assistance (I.C. § 10-14-3-10.8):

West Lafayette Police Department

Policy Manual

Outside Agency Assistance

- (a) May be written or oral.
 - 1. An oral request shall be confirmed in writing not later than 72 hours after the oral request is made.
- (b) Must include:
 - 1. A description of the incident, disaster, exercise, training activity or planned event; the assistance or aid needed; and an estimate of the length of time that they will be needed.
 - 2. The location and time of staging and the name of the point of contact at the staging location.
 - 3. A statement that the request for mutual aid is made through the intrastate mutual aid program.

325.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

Registered Sex Offender Verification

326.1 SEX OFFENDER ADDRESS VERIFICATION

326.1.1 PURPOSE

The purpose of the WLPD Registered Sex Offender Address Verification program is to ensure compliance by registered sex offenders in reporting their addresses to law enforcement. The law requires annual registration but provides for more frequent verification of the offender's address and other information. More frequent monitoring of the address information will also afford more contact between the offenders and law enforcement and provide more opportunities for intervention with an offender who is likely to re-offend.

326.1.2 POLICY

To check on registered sex offenders in West Lafayette on a minimum of monthly contact.

326.1.3 PROCEDURE

WLPD will complete the following tasks at least monthly:

An officer will have face to face contact with the registered sex offender, verify possession of an Indiana driver's license or ID card (required at all times).

1. The officer will verify the address and employment addresses and tell the sex offender that random monthly contact will be made with them.
2. If this is the first contact with the sex offender then the officer should check the type of area the address surrounds and the possible impact on re-offending.
3. The officer should ask the sex offender for the name and other identifiers of his/her victim to verify that the offender doesn't live within one mile of the victim.
4. Upon completing a contact with a sex offender wherein the address was verified, each officer will complete a computerized field contact card in the RMS system.
 - a) The information should include vehicle information, work hours, and any other pertinent information obtained.
5. If the offender has moved he/she only has 72 hours to register the new address with the Sheriff's Department.
 - a) If the officer is able to determine the offender has moved more than 72 hours prior or doesn't live at the registered address, the officer should initiate a case and notify the Sheriff's Department officer in charge of Sex Offender Registration.
6. If an officer observes any criminal violations he/she should take the appropriate action.

See attachment: [Sex Offender Check.pdf](#)

Death Investigation

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence-gathering techniques is critical.

327.2 POLICY

It is the policy of the West Lafayette Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, investigated and properly documented.

327.3 INVESTIGATION CONSIDERATIONS

Emergency medical services and fire personnel shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The Shift Commander should determine whether follow-up investigation is required and notify the Criminal Investigation Division Commander as necessary.

327.3.1 REPORTING

All incidents involving a death shall be documented in a case report.

327.3.2 CORONER REQUEST

Officers are not authorized to pronounce death unless they are also Coroners, Deputy Coroners or appointed Coroner investigators. The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Coroner be notified when any person dies (I.C. § 35-45-19-3):

- (a) As a result of violence, suicide or accident.
- (b) Suddenly when in apparently good health.
- (c) While unattended.
- (d) From poisoning or an overdose of drugs.
- (e) As a result of a disease that may constitute a threat to public health.
- (f) As a result of a disease, an injury, a toxic effect or unusual exertion incurred within the scope of the deceased person's employment.
- (g) Due to sudden infant death syndrome.
- (h) As a result of a diagnostic or therapeutic procedure.

West Lafayette Police Department

Policy Manual

Death Investigation

- (i) Under any other suspicious or unusual circumstances.

327.3.3 SEARCHING DEAD BODIES

- (a) The Coroner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.
- (b) The Coroner may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.
- (c) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner or his/her assistant, the investigating officer should first obtain verbal consent from the Coroner or his/her assistant when practicable.
- (d) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Coroner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

327.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Criminal Investigation Commander shall be notified to determine the possible need for an investigator to respond to the scene.

If unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

327.4 DEATH NOTIFICATION

Death notifications shall be handled by the Coroner's Office. The Coroner's Office may ask for assistance by this department in making such notification. Such request shall be made through the shift commander.

Limited English Proficiency Services

328.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

328.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the West Lafayette Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

328.2 POLICY

It is the policy of the West Lafayette Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

328.3 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues

West Lafayette Police Department

Policy Manual

Limited English Proficiency Services

involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

328.3.1 PURDUE UNIVERSITY

The West Lafayette Police Department has a long standing relationship with Purdue University and their bilingual resources. Should any member of this department need bilingual assistance outside of this department, they should contact the Purdue University Police Department as they maintain a contact list of qualified interpreters.

328.4 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

328.5 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

Communications with Persons with Disabilities

329.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

329.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or use of a qualified interpreter.

Disability or impairment - An individual who has or is regarded as being substantially limited in a major life activity, including hearing or seeing, with or without assistance other than ordinary eyeglasses or contacts (42 USC § 12102). This includes a person who has a hearing loss that prevents the person from receiving and understanding voice communication with or without amplification and uses American Sign Language, English-based signed systems, tactile methods, writing, reading, speech reading, finger spelling or beneficial assistive devices as a primary means of communication (460 IAC 2-2.1-2).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified Interpreters should have a valid certification by the Department of Health and Human Services (460 IAC 2-3-3).

329.2 POLICY

It is the policy of the West Lafayette Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

329.3 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

329.4 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the West Lafayette Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

329.5 TYPES OF ASSISTANCE AVAILABLE

West Lafayette Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

329.5.1 PURDUE UNIVERSITY

The West Lafayette Police Department has a long standing relationship with Purdue University and their hearing impaired resources. Should any member of this department need hearing impaired assistance outside of this department, they should contact the Purdue University Police Department as they maintain a contact list of qualified interpreters.

329.6 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

329.7 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

329.8 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

329.9 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

329.10 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

329.10.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

329.11 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

329.12 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

329.13 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

West Lafayette Police Department

Policy Manual

Communications with Persons with Disabilities

329.14 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Department will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Training Officer shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Officer shall maintain records of all training provided and will retain a copy in each member's training file in accordance with the established records retention schedule.

329.14.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Dispatch Center members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.

Chaplains

330.1 PURPOSE AND SCOPE

Department Chaplains will be available to render ethical and moral support to each employee as well as to assist departmental personnel in their service to the citizens of the community.

This policy establishes the guidelines for West Lafayette Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

330.2 POLICY

The West Lafayette Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. The Chaplain is a volunteer position with no compensation and appointed by the Chief of Police.

330.3 SELECTION

- A. Must submit to a detailed background investigation.
- B. Be an ecclesiastically certified person in good standing and endorsed for the law enforcement chaplaincy by the recognized religious body. (S)he should have five (5) years experience in ministry.
- C. Shows a God-like compassion, understanding and love for others and relates easily to people.
- D. Maintains high spiritual and moral standards.
- E. Is willing to be carefully screened by a local law enforcement chaplaincy committee and/or appointed authorities.
- F. Is willing and available to respond to any and all situations where a chaplain's presence is indicated.
- G. Manifests a broad base of experience and professional ministry, emotional stability, and personal flexibility.
- H. Be tactful and considerate in approaching all people regardless of race, sex, creed or religion.
- I. Be willing to become involved in training programs that enhance his/her efficiency in meeting and dealing with people in crisis. A chaplain should be familiar with community medical, psychiatric and other helping resources in the local area.
- J. Must never have been convicted of a criminal offense or offenses involving moral turpitude.
- K. Must possess a valid driver's license issued by the state.

West Lafayette Police Department

Policy Manual

Chaplains

330.4 IDENTIFICATION

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties.

Chaplains will be issued West Lafayette Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard West Lafayette Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

330.5 DUTIES AND RESPONSIBILITIES

The departmental Chaplain is a recognized member of the clergy with the primary goal of serving as a resource for encouragement, moral direction, strength, and assistance to all departmental employees and their families. The responses of the Chaplain will be predicated on this premise.

B. The following examples are situations to which Chaplains should be available to respond to assist departmental personnel if requested:

1. Any serious injury to departmental personnel.
2. Death of any departmental personnel.
3. Any police-action shooting.
4. All fatality or possible-fatality accidents, to make official notification to relatives.
5. All homicides, suicides, sudden natural deaths, and drowning cases, especially when notifications need to be made to relatives.
6. Hostages or barricaded person incidents when the Chaplain can assist with family members.
7. Any situation where it is felt the help of a Chaplain would be of assistance to the officer or the investigator.
8. To render ethical and moral support to officers as well as family members.
9. To render counseling to officers upon request.
10. Any other critical incident.

330.5.1 CONDUCT

The Chaplain will be available and sensitive to the needs of all departmental employees and their families.

The Chaplain will conduct him/herself as a professional member of the department.

The Chaplain must strictly observe and respect the "Privileged Communications Doctrine" established between Chaplain and employee.

West Lafayette Police Department

Policy Manual

Chaplains

The Chaplain must refrain from interfering with departmental policies and procedures.

330.6 NOTIFICATION GUIDELINES

In cases of employee death or hospitalization due to serious injury, the Chaplain should be available to assist with:

1. arranging a prompt and personal notification to the employee's immediate family using the following guidelines:
 - a) Be prepared to summon medical personnel should it become necessary during the notification.
 - b) Seek permission to enter the house. Never make a death notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the employee's name during the notification.
 - c) If the employee has already died, relay that information. Never give the family a false sense of hope. Use words like "died" and "dead" rather than "gone away" or "passed away".
 - d) If specifics of the incident are known, the officer should relay as much information as possible to the family.
 - e) If the family wants to go to the hospital they should be transported by departmental personnel. It is highly recommended that the family not drive themselves to the hospital. Should there be serious resistance and the family insists on driving, have an officer accompany them in their vehicle.
 - f) The survivors may wish to leave the young children at home. The department should be prepared to handle immediate baby-sitting needs. Co-workers, spouses, or Victim Assistance may be used to fulfill emergency baby-sitting needs.
 - g) If the family is going to the hospital, the notifying official must notify the Communications Center immediately. The Communications Center will then contact the officer in charge at the hospital that the family is on its way.
 - h) Surviving parents of the employee should be given the courtesy of a personal notification if they live in the same geographic area. If the parents of the employee are out of town, request a personal notification from the law enforcement agency in the area in which the family lives.
2. Confirm notification with the Communications Center.
3. Notify a representative of the faith of the family's choice.
4. Officer assistance in making funeral arrangements.

Public Safety Video Surveillance System

331.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images. This policy only applies to overt, marked public safety video surveillance systems operated by the Department.

331.2 POLICY

The West Lafayette Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

331.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

331.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

West Lafayette Police Department

Policy Manual

Public Safety Video Surveillance System

- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

331.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance.

331.4 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

331.4.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

331.5 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the West Lafayette Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

West Lafayette Police Department

Policy Manual

Public Safety Video Surveillance System

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

Child and Dependent Adult Safety

332.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

332.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The West Lafayette Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

332.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

332.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

West Lafayette Police Department

Policy Manual

Child and Dependent Adult Safety

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Department of Child Services or Adult Protective Services, if appropriate.
- (e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

332.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

West Lafayette Police Department

Policy Manual

Child and Dependent Adult Safety

332.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting member will document the following information:
 1. Name
 2. Sex
 3. Age
 4. Special needs (e.g., medical, mental health)
 5. How, where and with whom or which agency the child was placed
 6. Identities and contact information for other potential caregivers
 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
 1. Name
 2. Sex
 3. Age
 4. Whether the person reasonably appears able to care for him/herself
 5. Disposition or placement information if he/she is unable to care for him/herself

332.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Service Animals

333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

333.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; I.C. § 16-32-3-1.5).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

333.2 POLICY

It is the policy of the West Lafayette Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

333.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

West Lafayette Police Department

Policy Manual

Service Animals

- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

333.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the West Lafayette Police Department affords to all members of the public (28 CFR 35.136).

333.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

333.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

333.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

West Lafayette Police Department

Policy Manual

Service Animals

333.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Volunteer & Internship Program

334.1 VOLUNTEER & INTERNSHIP PROGRAM

I. Purpose: This policy establishes program requirements, program content and program evaluation procedures designed to make the work experience meaningful and valuable to both the volunteer and WLPD. Establish a standardized training program which augments the volunteers work or education .

II. Policy: West Lafayette Police realize the greatest asset of a community is its people. In an effort to give back to the community, WLPD has an internship program for students of law enforcement or related fields of study. WLPD also appreciate citizens who volunteer to give back to the community .

III. Definitions:

A. Volunteers:

- 1) Persons who perform services for the department without pay
- 2) Augment WLPD staff, but do not replace paid staff positions
- 3) Are non-sworn member and do not have authority or duties that would classify them as a police officer
- 4) Consent to a background and criminal history check prior to final acceptance
- 5) Must attend a mandatory orientation
- 6) Display department issued identification at all times
- 7) Complete WLPD Ride- Along Policy

B. Interns:

- 1) Enrolled in a college or university studying law enforcement or related fields of study
- 2) Have a minimum GPA of 2.5
- 3) Consent to a background and criminal history check prior to final acceptance
- 4) Complete and submit all information requested
- 5) Display department issued identification at all times
- 6) Complete WLPD Ridge -Along Policy
- 7) Complete an interview with the Intern Coordinator

West Lafayette Police Department

Policy Manual

Volunteer & Internship Program

IV. The Order:

A. You will be disqualified from being a volunteer or intern if any of the following apply. The following are also grounds for dismissal from the program once you are approved.

- 1) Three (3) or more traffic violations during the last 24 months
- 2) Any Felony or Class A Misdemeanor conviction (includes Deferred Adjudication convictions)
- 3) Class B Misdemeanor in the past (1) year (includes Deferred Adjudication convictions)
- 4) Family violence convictions
- 5) Indictment for any criminal offense
- 6) Not living in the United States legally
- 7) Any abuse of prescription or alcohol
- 8) Dishonorably discharged from the United States Armed Forces

- 9) Any physical/mental disability that would need accommodation. All requests for accommodations shall be turned into the WLPD Intern Coordinator. Requests for accommodations shall be reviewed and discussed during the interview with the Intern Coordinator .
- 10) Unlawful sexual conduct prior to and/or during your time with WLPD
- 11) Inappropriate behavior relating to sexual harassment or racial slurs
- 12) Committed an act or behavior that would bring reproach and/or discredit to themselves or the department .

B. The West Lafayette Intern program will strive to give the participant a full and complete view of the responsibilities of law enforcement. During the internship the student will at a minimum:

- 1) Acclimate themselves with the various departments with the police department
 - a) Records
 - b) Dispatch
 - c) Detectives
 - d) Property Room
 - e) Crime Scene Investigator
 - f) Neighborhood Resource Team

West Lafayette Police Department
Policy Manual

Volunteer & Internship Program

- g) Vehicle Maintenance
 - h) Department Standard Operating Procedures
- 2) Observe the West Lafayette Fire Department in an effort to understand the requirements needed to accomplish the dual mission shared by both departments.
- 3) Majority of the internship will be spent within the patrol division learning but not limited to:
- a) Vehicle operation
 - b) Enforcement of criminal law
 - c) Enforcement of traffic law
 - d) Enforcement of city ordinances
 - e) Citizen contacts
 - f) Dispute resolution
 - g) Crisis intervention
 - h) Community involvement
 - i) Business checks
 - j) Proactive policing

See attachment: [Intern and Volunteer Forms.pdf](#)

Off-Duty Law Enforcement Actions

335.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the West Lafayette Police Department with respect to taking law enforcement action while off-duty.

335.2 POLICY

It is the policy of the West Lafayette Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

Officers shall avoid becoming involved or making arrests in neighborhood quarrels or disputes when off duty, except when lives are in danger, and an officer of the department with jurisdiction then on duty is not immediately available.

Officers shall not make arrests in their own quarrels or those of their families, except under grave circumstances such as would justify them in using measures of self-defense; nor shall they apply for a warrant for an assault upon themselves or make a complaint for damages, or adjust the same without reporting the case in writing to the Chief.

335.3 DECISION TO INTERVENE

Officers should consider waiting for on-duty uniformed law enforcement personnel to arrive and while gathering as much accurate intelligence as possible, instead of immediately intervening. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

- (a) The potential to be misidentified by other law enforcement personnel.
- (b) The potential to be misidentified by members of the public, who may be armed or who may take action.
- (c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
- (d) Limited off-duty firearms capabilities and ammunition.
- (e) The inability to communicate with responding law enforcement personnel.
- (f) The lack of equipment, such as body armor, handcuffs or control devices.
- (g) Unfamiliarity with the surroundings, including escape routes.
- (h) The potential for increased risk to bystanders by confronting a suspect or taking action.

West Lafayette Police Department

Policy Manual

Off-Duty Law Enforcement Actions

335.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the West Lafayette Police Department until acknowledged. Official identification should also be displayed when possible.

335.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officer should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

335.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

335.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

335.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty. The Shift Supervisor may send a supervisor to the location. The supervisor may request assistance from the Internal Affairs Unit, if deemed appropriate.

335.5.1 NOTIFICATION OF WLPD DISPATCH CENTER

Any law enforcement action taken while off duty shall be documented/recorded by contacting the West Lafayette Police Dispatch Center and requesting a CAD sheet/ISR be generated.

Ceremonial & Flag Etiquette

336.1 CEREMONIAL & FLAG ETIQUETTE

336.1.1 PURPOSE

This order is to establish the Ceremonial & Flag Etiquette for police officers at funerals and special details. Guidelines for uniforms worn at special details, and proper etiquette at funerals and raising of the colors.

336.1.2 POLICY

The intent of this policy is to have the officers of the West Lafayette Police Department perform these duties in a most professional manner.

336.2 THE ORDER

336.2.1 UNIFORM

Officers who represent the West Lafayette Police Department shall wear long sleeved shirts with tie & campaign hat. Officers may wear white gloves if authorized by the Chief of Police or by the Ranking Officer in charge.

Color Guard Officer will wear his color guard uniform if representing the department with other members of the Tippecanoe Metro Police Color Guard.

336.2.2 COMMANDS

Officers will follow the commands for hand salute and parade rest from the Officer in Charge while at the ceremony.

336.3 FUNERAL FOR FALLEN OFFICERS:

336.3.1 ATTENDANCE AT FUNERAL HOME OR CHURCH

If requested, two officers will stand guard at the casket with their campaign hats on. One officer will stand at Parade Rest at the head of the casket, and one officer will stand at Parade Rest at the foot of the casket. If possible, this will be in 30-minute shifts.

While replacing these officers, two officers will march up to the Guard Officers and stop directly in front of the two Guard Officers. The two Guard Officers will come to attention and a hand salute will be given. The Guard Officer at the head of the casket will make a right face movement and the Guard Officer at the foot of the casket will make a left face movement at the same time. The Guard Officers will march from the casket at the same time and the two replacement Officers will take one step forward together and make an about-face movement. The two replacement Guard Officers will then go to Parade Rest and continue their 30-minute shift. This will continue until the service is completed.

West Lafayette Police Department

Policy Manual

Ceremonial & Flag Etiquette

336.3.2 GRAVESITE DETAIL FOR FALLEN OFFICERS

1. Eight Pallbearers are needed, four on each side. The highest-ranking officer will stand at the right side of the hearse door. The casket will be draped with the flag.

a) While carrying the casket, the other officers will be in two columns toward the gravesite. The casket will be carried between these two columns and officers in these columns will salute while the casket is being carried to the gravesite. The pallbearers will place the casket on the lower device and the pallbearers will remain standing at attention in place facing the casket. The other officers will take position at a predetermined location near the gravesite.

The pallbearers will raise the flag and hold the flag waist level until the conclusion of Taps.

When the service has concluded, the officer in charge will call all officers to attention and a hand salute command will be given. The Firing Party will fire three volleys of blank cartridges at which time the Firing Party will be brought to present arms and hand salute until Taps are completed.

After Taps have been completed, the flag will be folded into a Cocked Hat shape and handed down to the pallbearer who faces left to the head of the casket. The flag is handed to the Officer in Charge at "chest level". The pallbearer salutes for three seconds and then faces right to assume his original position. The pallbearers then face left or right together and march away from the gravesite in columns of two.

b) See diagram for proper folding of flag.

c) Marked police vehicles will be used for the escort to the cemetery and should be clean. Number of vehicles will be as many as the shift working can spare.

336.4 FUNERAL DETAIL FOR OFFICER'S FAMILY MEMBERS

Uniform:

1. Uniform will be as described in this policy unless otherwise determined by the Chief of Police.
2. Detail at Funeral Home and Cemetery. Officers will conduct themselves in a professional manner, but will not perform duties as described for Fallen Officers.
3. At least one marked police vehicle should be used and car-pooling would be fine.

336.5 FLAG ETIQUETTE

336.5.1 RAISING OF THE COLORS

- 1) Two officers are needed if available.
- 2) One officer holds the flag while the second officer takes command of the halyards (ropes).
- 3) The top of the flag is attached to the halyard and is pulled by the puller until the bottom of the flag can be attached. The flag is then pulled to the top of the pole and tied off by the puller.

West Lafayette Police Department

Policy Manual

Ceremonial & Flag Etiquette

336.5.2 RETIRING OF THE FLAG

- 1) Two officers are needed if available.
- 2) One officer unties the halyard and untangles them if needed.
- 3) The flag is lowered by the first officer while the second officer takes possession of the flag, so it does not touch the ground.

336.5.3 FLYING OF THE FLAG

Flag is flown at half-staff if a high-ranking government official dies or if an officer is killed in the line of duty.

- a) The flag is to be flown at half-staff for three days.
- b) When the flag is being flown at half-staff the flag is raised to the top of the pole and lowered to the half-staff position.
- c) Before retiring the flag from the half-staff position the flag must be raised to the top of the pole and then lowered.

336.5.4 REPLACEMENT OF THE FLAG

The flag is to be replaced when it is torn or if it becomes overly worn.

Distraction Devices

337.1 DISTRACTION DEVICES

337.2 PURPOSE

This Order sets forth the conditions under which Distraction Devices may be used.

337.3 POLICY

The duties of a Law Enforcement Officer at times may necessitate the use of distraction devices as a means to accomplish a law enforcement objective. The West Lafayette Police Department recognizes distraction devices as an approved force option and sets forth the following Order regarding their use.

337.4 DEFINITIONS

Distraction Device: A low-explosive, less lethal, mechanical device that upon initiation emits a loud noise, bright light, and heat. It is intended to divert or distract a subject's attention.

337.5 THE ORDER

Law enforcement officers of the West Lafayette Police Department may use distraction devices when the officer has a reasonable belief that the use of such a device will deter or delay aggressive or violent behavior; prevent unnecessary injury or death to the officer, another person, or the suspect(s)

1. Some justifications for use include:

- a. Rescuing hostages
- b. Distracting potentially dangerous suspects to enable their arrest
- c. To control a riot
- d. To prevent a lethal force assault

2. Officers will not use distraction devices:

- a. In known drug labs or other explosive environments
- b. Where there are known to be infants or elderly persons present, unless other aggravating circumstances will justify use.

3. Except in emergency situations, the planned use of a distraction device will require the approval of a supervisor. In an emergency situation, a distraction device may be deployed without prior supervisor approval.

337.6 METHOD OF DEPLOYMENT

1. Prior to deploying a distraction device, the officer will look where they are going to place the device.

West Lafayette Police Department

Policy Manual

Distraction Devices

2. Officers will place the distraction device in a manner and place deemed reasonably safe for activation of the device with consideration for the tactical advantage gained by employing the device versus the risk of deploying it to officers and other people.
3. If the intended placement location is deemed unsafe by the deploying officer(s), and the device fuse pin has been removed, the officer will toss/place the device in an alternate safe deployment location, ideally pre-designated, as soon as possible.

337.7 REQUIRED SAFETY EQUIPMENT

1. Fire extinguisher
2. Eye protection
3. Nomex or leather gloves

337.8 TRAINING

Training may be in the form of:

- a. Distribution of the Order to sworn officers
- b. Roll call discussion
- c. In service training sessions
- d. Academy training
- e. Field training

Facility Security/Security System/Parking

338.1 FACILITY SECURITY/SECURITY SYSTEM/PARKING

338.2 PURPOSE

To ensure the security of employees while working in the building and to control the access of non-city employees.

338.3 POLICY

Shift Command and Dispatch shall control the flow of non-police personnel in and out of the Police Department. Shift Command shall ensure that non-police personnel do not enter the building without first being identified, and once in the building they shall not be permitted to roam around without being checked.

338.4 THE ORDER

All doors except the North main entrance to the Police Department shall remain locked at all times.

The North entrance shall remain unlocked from the hours of 0800 to 1600 hours Monday through Friday. The main North door shall remain locked on weekends and holidays.

1. City Employees:

- a) Only authorized city employees shall be issued codes to the Police Department, which will allow them access to the fitness facility, or other areas as necessary.

2. Non-city Employees:

- a) Non-city Employees shall report to the lobby area of the Police Department where Record Division personnel or Dispatch will check with them and determine with whom they have business.

Once they have declared whom they wish to meet with, Records or Dispatch will notify that employee that a subject is in the lobby for them.

The employee will go to the lobby and escort the guest to a location within the department where they will conduct business. When they are finished with their appointment the employee will escort the guest back to the lobby area so they may leave.

3. Deliveries:

a) Deliveries to the lobby:

- (1) Deliveries to the lobby area of the department shall be met by records personnel and escorted to the place of delivery, and then back to the lobby area.

4. Repair Workers:

- a) Repair workers who have business at the Police Department shall be identified by Records personnel. The Captain of Special Services, or their designee, should be notified and shall meet with the subject. The Captain of Special Services, or their designee, shall confirm the work order

West Lafayette Police Department

Policy Manual

Facility Security/Security System/Parking

and escort the repair person to the location of the repair. If the Captain of Special Services, or their designee is not available or not on duty then shift command shall assume this responsibility.

The employee who completes the escort for a repair does not need to witness the entire repair process but should monitor the person's activity until the work is complete.

5. Prisoner:

a) All prisoners shall be brought into the department by way of the West door and placed in the secure holding area. If the prisoner needs to use the restroom facilities they shall use the restroom facilities in the holding area.

6. Juveniles:

a) Any juvenile brought into the Police Department shall be held either in the holding area with the door unsecured or in any other monitored, unsecured area as necessary.

7. Security System:

a) Maintenance/Repair of System:

(1) The Captain of Special Services shall be responsible for the maintenance and repair of the security system.

b) Security System Recordings:

(1) Recordings shall be maintained on the security system for a period of 180 days. All recordings older than 180 days will be purged from the security system.

(2) Recordings to be used as evidence shall be considered and handled as evidence. These recordings shall be copied to a CD or DVD and entered into evidence in the evidence/property room by means of the evidence lockers, or turned directly over to an Evidence Technician.

(3) Recordings and all CD/DVDs shall remain the property of the West Lafayette Police Department and shall not be duplicated or released outside of the Department without proper authorization. All original CD/DVD recordings shall remain the property of the West Lafayette Police Department.

(4) Recordings and recording segments produced on the Department's security system shall not be duplicated, altered, erased, or reused in any other manner inconsistent with this policy.

(5) Any display or copying of any recording, other than that normally required in conducting police duties, shall be approved in advance by the Chief of Police.

c) Copies of Recordings:

(1) When required, recordings will be copied by an Evidence Technician.

(2) In our effort to cooperate with other law enforcement agencies and other interested parties with legitimate needs, the Department may provide copies of a recording, subject to certain guidelines.

West Lafayette Police Department
Policy Manual

Facility Security/Security System/Parking

- (a) All recordings being maintained as evidence are subject to criteria imposed by the rules of evidence.
- (b) Requests must be made in writing to the Chief of Police on official letterhead of the requesting agency.
- (c) Requests MUST be signed by the Chief Administrative Officer of the requesting agency.
- (d) The recording requested is not currently the subject of judicial review.
- (e) These duplicated recordings are furnished to the requesting entities for the express use of the requester and further duplication and/or distribution is prohibited without the express written authorization of the Chief of Police. The duplicate shall be labeled in a manner consistent with the intent of this paragraph.

After Hours/Employee Recall Notification

339.1 AFTER HOURS/EMPLOYEE RECALL NOTIFICATION

339.2 PURPOSE

To establish protocol for after hours notification of off duty employees.

339.3 POLICY

Employees of the West Lafayette Police Department are subject to recall to duty in cases deemed necessary by their supervisor, division commander, or the Chief of Police.

After receiving command authorization Police dispatch will notify involved employees by telephone and advise them of the call out. If nobody answers leave a message for the employee to contact the department immediately.

Dispatch will maintain a written log of who was contacted and when. If requested, the authorizing supervisor shall be contacted when the recall notification is complete.

339.4 THE ORDER

339.4.1 SHIFT STAFFING SHORTAGES

The immediate supervisor, division commander, or Chief of Police may authorize employee recall to cover shift staffing shortages.

339.4.2 INVESTIGATORS/TECHNICIAN SERVICES NEEDED

The Commander of the Detective division may authorize recalling an investigator or technician when needed.

The Deputy Chief or Chief may authorize the recall when the Commander of the Detective division is not available.

339.4.3 SPECIAL RESPONSE TEAM

The team commander will be contacted first and advised of the request.

The team commander will assess the situation, and contact the Deputy Chief of Police for permission to deploy the team.

339.4.4 EMERGENCY RECALL OF SOME OR ALL DEPARTMENT PERSONNEL

The Chief of Police may authorize a full or partial recall as needed in the event of an emergency.

339.4.5 RECALL OF ACO/BAILIFF AFTER DUTY HOURS

ACO/Bailiff is not to be paged after duty hours unless the circumstance warrants such an employee recall and the recall of the ACO/Baliff is approved by the shift commander.

Knox Box Use

340.1 KNOX BOX USE

340.1.1 PURPOSE

The purpose of this Knox Box policy is to give guidance as to when the Knox Box key can be used.

The Knox Box key can be used by Police Department personnel to gain access to the structure during emergency situations only. If access is needed to be gained to the structure for routine police activity, the owner, manager, or resident is to be contacted to provide entry.

340.1.2 POLICY

West Lafayette Police Personnel may use the Knox Box key to gain access to the building or structure during emergency situations. Knox Box keys are attached to each patrol car key ring.

After the emergency is mitigated, the Knox key shall be returned to the building's Knox Box and secured. The Police Officer that used the Knox key is responsible for returning the key and making sure the Knox Box is locked back to the secured condition. The Officer using the Knox Box key shall inform dispatch by radio that the key has been used. Dispatch will be responsible for documenting the usage in CAD.

340.1.3 THE ORDER

A. Police Department personnel are reminded that some newer Knox Boxes are attached to a "tamper switch". When the Knox Box is opened, this tamper switch sends a signal to the alarm company that the Knox Box has been opened.

B. Police Department personnel are to report any lost or missing Knox keys immediately to Shift Command or the Special Services Commander. If a Knox key is missing, a CAD report shall be initiated by the reporting Officer.

C. Police Department personnel are to report any damaged or missing Knox Boxes immediately to Shift Command or the Special Services Commander. The building's owner or manager will be contacted and advised of the damage.

D. By City Code, Chapter 119.01, new or commercial buildings, multi-family residential structures, fraternities, sororities or cooperatives, government structures, nursing care facilities, religious or church structures, or buildings that contain a quantity of hazardous materials shall be equipped with a Knox Box. The Knox Box model #3200 series is approved.

West Lafayette Police Department
Policy Manual

Chapter 4 - Patrol Operations

Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The West Lafayette Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of West Lafayette. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

- (a) Responding to emergency calls for service.
- (b) Apprehending criminal offenders.
- (c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- (d) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.
- (e) Responding to reports of both criminal and non-criminal acts.
- (f) Responding to routine calls for service, such as public assistance or public safety.
- (g) Traffic direction and control.
- (h) Crime prevention activities, such as residential inspections, business inspections and community presentations.
- (i) Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
- (j) The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.

400.3.1 DISTRICT/BEAT ASSIGNMENTS

Patrol Officers will be assigned a district assignment at the beginning of each shift.

Patrol

1. Officers should primarily patrol the district assigned to them.
2. Officers are responsible for all calls for service and police functions within their assigned district.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily roll calls and to attend roll calls of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions. Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

Racial or Bias-Based Profiling

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members and establishes appropriate controls to ensure that members of the West Lafayette Police Department do not engage in racial or bias-based profiling or violate any related laws while serving the community.

401.1.1 DEFINITIONS

Definitions related to this policy include:

Racial or bias-based profiling - An inappropriate reliance on factors such as race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group as a factor in deciding whether to take law enforcement action or to provide service.

401.2 POLICY

The West Lafayette Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

401.3 RACIAL/BIAS-BASED PROFILING PROHIBITED

Racial or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial or bias-based profiling to a supervisor.

401.4.1 REASON FOR DETENTION

Officers detaining a person shall be prepared to articulate sufficient reason for a lawful detention, independent of the individual's membership in a protected class.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the authority for the detention, as applicable.

West Lafayette Police Department

Policy Manual

Racial or Bias-Based Profiling

Nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

Each time an officer makes a traffic stop, the officer shall report any information as required in the Traffic and Parking Citations Policy.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
- (b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - 1. Recordings or data that capture a potential instance of racial or bias-based profiling should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should ensure that no retaliatory action is taken against any member of this department who discloses information concerning racial or bias-based profiling.

401.6 TRAINING

Training on racial or bias-based profiling and review of this policy should be conducted as directed by the Training Officer.

Crime and Disaster Scene Integrity

402.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a crime or disaster scene.

402.2 POLICY

It is the policy of the West Lafayette Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

402.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

402.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.
- (k) Request a Crime Scene Technician if needed.

West Lafayette Police Department

Policy Manual

Crime and Disaster Scene Integrity

- (I) Request CID if needed.

402.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

402.6 METHAMPHETAMINE LABORATORY REPORTING

Any officer that terminates the operation of a methamphetamine laboratory shall report the location of the laboratory to (I.C. § 5-2-15-3):

- (a) The state police department.
- (b) Any fire department that serves the area where the laboratory is located.
- (c) The county health department where the laboratory is located.
- (d) The Indiana Criminal Justice Institute.

Officers shall utilize the forms provided by the Superintendent of the Indiana State Police when reporting the existence of a methamphetamine laboratory (I.C. § 10-11-2-31).

402.7 EVIDENCE PRESERVATION AND COLLECTION

The West Lafayette Police Department will establish and maintain the ability to have access to trained crime scene technicians to assist with major crime investigations when necessary.

In addition to the provisions of the Property and Evidence Section Policy, the Criminal Investigation Commander will establish procedures for collection and processing physical evidence including, but not limited to:

- (a) Photographing or plotting evidence before collection.
- (b) Preserving evidence during and after collection.
- (c) Preventing the contamination of evidence.
- (d) Obtaining sufficient samples.
- (e) Sealing, marking and labeling evidence at the scene.

Special Response & Negotiation Teams

403.1 PURPOSE

The purpose of this policy is to provide guidelines for the department's response to situations that require, or may require the Special Response Team to be activated.

403.2 POLICY

Hostage, non-hostage barricade, high risk warrant service and raid situations present unique challenges to the police in our nation today. Police personnel must respond with restraint, innovation and sensitivity to assure that all non-force alternatives are exhausted before force is used.

403.3 DEFINITIONS

Command Structure:

In the event of an incident or major event the command structure will follow the National Incident Management System (NIMS) guidelines for Incident Command Systems (ICS) concepts, principles, and management characteristics.

Incident Commander: The command person (Chief or Designee) responsible for overall incident management ensuring clear authority and establishing incident objectives and strategies.

SRT Administrative Commander: The command person who oversees all SRT operations and tactics to include hostage negotiations if warranted. This person reports directly to the Incident Commander.

SRT Commander: The command person who oversees SRT tactics in the field if a tactical resolution is requested by the Incident Commander. This person reports directly to the SRT Administrative Commander.

Hostage Situation: These situations include cases where persons are held against their will by a subject or subjects who restrict their movement by means of force, or the threat of force.

Barricade/Non-Hostage Situations: These cases involve situations where one or more persons, who may be armed or are trying to harm themselves, refuse police entrance to a given place or area. This can include, but is not limited to, people who are actually barricaded in a structure or vehicle, or to the person threatening suicide.

Command Post: A secure location within the outer perimeter, if possible, in which incident command will operate from. In the command post will be the Incident Commander, SRT Administrative Commander, Investigative Commander, and if warranted by the incident, Hostage Negotiators. Other key members of the agency may also be located in the incident command post if directed by the Incident Commander.

a. It will be the responsibility of the SRT Administrative Commander to either secure this location, or to direct another officer to secure this location.

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

b. The SRT Administrative Commander may also assign an officer to the post to see that no unauthorized personnel enter the command post.

Public Information Area: The Incident Commander shall secure a location for all media personnel to assemble and wait for all information and news releases. This area will be set up outside the outer perimeter and out of view of the command post.

403.4 THE ORDER

A. The Chief of Police shall be contacted and advised of:

1. All potential or real hostage incidents.
2. All barricade and non-hostage cases involving weapons.
3. Any raid situation where forced entry will be or may be needed.
4. Any other situation in which any officer requests the use or assistance of the Special Response Team.

B. The Chief of Police will evaluate the situation and decide if the Special Response Team is to be activated.

C. If the Chief of Police cannot be contacted, the Deputy Chief will be contacted. If the Chief of Police and the Deputy Chief are both unavailable, contact the Captain of Patrol.

D. If the Chief of Police or his designee determine that the Special Response Team is to be activated, dispatch will be directed to contact the entire Special Response Team, including the Hostage Negotiators, if warranted.

1. It is the Shift Commander's responsibility to see that dispatch contacts the Special Response Team members and the Hostage Negotiators, if warranted.

403.5 GOALS/RESPONSIBILITIES

A. The primary goal of the Special Response Team Hostage Negotiators is to resolve the situation without the use of force, under the direction of the Incident Commander.

B. The Special Response Team is responsible for containing the inner perimeter and being available if defensive force or entry becomes necessary. The Special Response Team Commander will maintain contact with the SRT Administrative Commander in the command post.

C. The Criminal Investigation Division Commander shall report to headquarters and determine if any other personnel need to be notified, and direct the gathering of intelligence on the perpetrator(s).

D. The use of weapons will only occur under the guidelines outlined in the department's Use of Force policies.

E. The on duty commander will be responsible for containing the outer perimeter during the entire situation. The on duty commander, at the directions of the Incident Commander, will

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

also be responsible for making sure other appropriate emergency service personnel (ambulance/fire personnel, etc.) and other necessary personnel (electric company, gas company, telephone company, etc.) are notified and staged in a safe area nearby.

F. Responsibility of initial responding uniform officers:

1. Once it has been determined that a potential or actual hostage, non-hostage or barricade incident exists, the officers shall contain the situation immediately, and notify their supervisor. If dialogue has already begun between the officer and the perpetrator(s), it can continue, but the officer should stall for time and attempt to de-escalate the situation. The officer should avoid, if possible, face-to-face communication with the perpetrator(s). If conversation antagonizes the perpetrator(s), then it is not advised.

a) Containing and isolating the immediate area is critical at this stage. The initial responding officer should, at least mentally, note any pertinent information regarding the perpetrator(s).

b) The first supervisor on the scene shall make sure that written notes of all activity are kept. This information is to be given to the Hostage Negotiators and SRT Administrative Commander upon arrival.

G. At the conclusion of the incident the Shift Commander should provide personnel to secure the area until such time as the Command Post personnel advise it is no longer necessary.

403.6 REPORTING PROCEDURES

When the Special Response Team is used at an incident, the responsibility of the initial responding shift commander is to assign responsibility for the incident/criminal investigation report. The Criminal Investigation Division Commander will see that investigators are assigned to take statements from witnesses and victims, and that the crime scene is photographed and properly processed. No Special Response Team member, including Hostage Negotiators will be involved in the criminal investigation procedure.

403.7 TRAINING

The SRT Commander shall conduct an annual SRT training needs assessment to ensure that training correlates to the team's capabilities and department policy.

A. Training Safety

Use of a designated safety officer should be considered for all tactical training.

B. Initial Training

Tactical team members should not be deployed until successful completion of a basic SRT course or its equivalent that has been approved by this department.

1. Untrained members may be used in a support or training capacity.

C. Management Training

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

Command personnel who may assume incident command responsibilities should attend a tactical commander's course or its equivalent that has been approved by this department.

D. Scenario-Based Training

The SRT should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

E. Training Documentation

Individual and team training shall be documented and records maintained by the training coordinator. Such documentation shall be maintained in each members training file. A separate department SRT training file shall be maintained with documentation and records of all team training.

403.8 SRT EQUIPMENT INSPECTIONS

The SRT Commander or his designee shall direct and oversee the inspection of all SRT related equipment quarterly.

403.8.1 SUBSECTION TITLE

403.9 SPECIAL RESPONSE TEAM PHYSICAL AGILITY

403.9.1 PURPOSE

The purpose of this policy is to provide guidelines for the physical agility testing of SRT members or potential team members.

403.9.2 POLICY

All Special Response Team members or potential team members will be required to successfully complete the physical agility test twice a year to remain an active member of the team. Potential team members will be required to pass the physical agility test to be considered further for assignment to the team.

403.9.3 THE ORDER

The physical agility test will be administered twice a year to all team members. Any current team member who fails to pass the physical agility test will be placed on inactive status and will be given a retest in one week. If they do not pass the test again they will be given one last retest in six months. Anyone who fails this test will be taken off the team. Any potential team member who fails to pass the physical agility test will not be considered further for the current team opening but can retake the test in one year.

403.9.4 PHYSICAL TEST

All of the following stages of the physical test correspond to essential SWAT job functions. These functions include:

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

- Crawling and running
- Jumping over and across obstacles
- Maintaining balance while traversing a narrow object or wall
- Maintaining a tactical position for an extended period of time and remaining alert
- Climbing fences, walls, multiple flights of stairs, ladders, fire escapes...to gain an objective of tactical position
- Lifting and carrying necessary equipment over rough terrain a reasonable distance
- Lifting and dragging wounded officer/citizen to safety in a reasonable time across a reasonable distance.
- Running to escape an area of danger or to cross an open area. Running to pursue a suspect or rescue a hostage
- Functioning up on roof tops, ledges and high positions
- Functioning in crawl spaces, tunnels, vents...
- Low and high crawling to objectives

- A. Station 1: Box Jump: Applicants will perform a box jump, this test measures explosive leg strength. The standard for this test is 20 inches.
- B. Station 2: Pull-ups: The applicant will perform pull-ups wearing a 25 lb weighted vest and starting from a dead hang. This test measures upper body strength. The standard for this test is 1.
- C. Station 3: 100 yard run with 25 lb ram: The applicant must run 100 yards carrying a 25 lb ram. This test will measure upper body strength and anaerobic power. The applicant must complete this test in 20 seconds.
- D. Station 4: Maximum sit-ups in 1 minute: The applicant will perform as many sit-ups as he can in the time allotted. This test measures core, abdominal dynamic strength and local muscular endurance. The standard is 38 repetitions in a minute.
- E. Station 5: 300 meter sprint: The applicant will sprint 300 meters. This test measures anaerobic power. The applicant must complete this test in 65 seconds
- F. Station 6: Push-ups in 1 minute: The applicant must start from the "up" position. This test measures upper body dynamic strength and local muscular endurance. The applicant must complete at least 40 push-ups in a minute.
- G. Station 7: 1.5 mile run: The applicant must run 1.5 miles within the time allotted. This test measures aerobic fitness and VO2 capacity. The standard time for this test is 14 minutes and 30 seconds.
- H. Station 8: Air Squats: The applicant must perform 20 consecutive air squats. This test will measure core strength and anaerobic power.

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

I. Station 9: Body Transport: The anthropometric dummy must be dragged or carried a distance of 15 feet. This test measures core strength and anaerobic power. Completion of Station 9 concludes the physical test.

403.10 SPECIAL RESPONSE TEAM FIREARMS PROFICIENCY TESTING

403.10.1 PURPOSE

The purpose of this policy is to provide guidelines for firearms testing of SRT members and potential team members.

403.10.2 POLICY

All Special Response Team members or potential team members will be required to successfully pass the firearms proficiency test once a year to remain an active member of the team. All potential team members will be required to pass the firearms proficiency test to be considered further for placement on the team.

403.10.3 THE ORDER

The firearms proficiency test will be administered once a year to all team members. Potential team members will be required to pass the same firearms proficiency test to be considered further for placement on the team.

403.10.4 QUALIFICATIONS

A. Qualification shall be according to the following criteria:

1. The officer must strike the target with 100% of the rounds required to be fired, with 90% of the rounds in the “center mass” area of the target used.

2. Conducted with each officer firing the approved course no more than three times during each session, completing the session after qualifying.

B. Team members unable to attend the qualifying session due to sickness or injury shall do so at the earliest opportunity.

C. Team members unable to qualify on the first qualification session must return for a second session and successfully qualify. Team members who fail to qualify on the first qualification will be placed on inactive status until they qualify.

D. Team members who are unable to qualify on a second qualification session will be dropped from the team. This officer can reapply for any future openings the team may have.

E. Potential team members who fail to qualify on the first qualification session will no longer be considered for the current open team slot(s), but can reapply for any future team openings.

403.10.5 QUALIFICATION COURSE OF FIRE

The course of fire will be the ILEA pistol qualification course utilized to certify basic officers. However, it will be graded as pass/fail with a passing score of at least 90% of the total score, while using the reduced B-25 Targets.

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

STAGE #1: The stage of fire will be at the 3 yard line and will be a total of six (6) rounds fired in two shot "burst". The Officer will, on the command fire, draw their weapon from the holster and fire two rounds strong handed no support. Officer will holster weapon after two rounds are fired.

The Officer will complete this three times on command with two being strong hand and one being weak hand. A time limit of 3 seconds has been placed on each attempt.

STAGE #2: This stage of fire will be at the 7 yard line and will be a total of nine (9) rounds fired two handed instinctive fire. The Officer will, on the command fire, draw their weapon and fire nine rounds two handed instinctive fire. A time limit of 15 seconds has been placed on this stage of fire.

STAGE #3: This stage of fire will be held at the 15 yard line and will be a total of ten (10) rounds fired two handed aimed fire. The Officer will, on the command fire, draw their weapon and fire five rounds strong hand kneeling, then stand and fire five rounds strong handed. A time limit of 22 seconds will be placed on this stage of fire.

STAGE #4: This stage of fire will be held at the 25 yard line and will be a total of ten (10) rounds fired. The Officer will, on the command of fire, draw their weapon and fire five rounds weak hand, then five rounds strong handed. A time limit of 50 seconds will be placed on this stage of fire.

This will complete the Special Response Team Qualification Course.

403.11 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES

The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

403.11.1 SELECTION OF NEGOTIATION MEMBERS

The selection of negotiators will be evaluated by certain criteria, which includes, but not limited to:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Demonstrated good judgment and understanding of the critical role of a negotiator and the negotiation process.
- (c) Effective communication skills.
- (d) Special skills, training or appropriate education as it pertains to the assignment.
- (e) Commitment to the SRT, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.

403.11.2 NEGOTIATION TRAINING

Training shall be coordinated by the SRT Commander.

Negotiators will successfully complete an Indiana Law Enforcement Training Board approved crisis negotiator training.

West Lafayette Police Department

Policy Manual

Special Response & Negotiation Teams

Negotiators will participate in yearly training as scheduled by the SRT Commander.

Ride-Alongs

404.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the West Lafayette Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

404.2 POLICY

Ride-along opportunities will be provided to the members of the public to observe and experience, first-hand, various functions of the West Lafayette Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as the Dispatch Center.

404.3 ELIGIBILITY

All persons interested in participating in a ride-along must be eighteen (18) years of age and older. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

404.4 REQUESTS TO PARTICIPATE

Requesting citizens must complete and submit a Participation, Waiver, and Indemnity Agreement, together with any other forms required by the department, with all the information blocks completed. This form must be filled out for each request. These forms will be available from a shift commander.

Completed requests must be turned in to the Chief’s Office Monday – Friday, at least 24 hours prior to the date. Incomplete forms cannot be processed. The same person is limited to riding once in every two-month period. All requests must be approved by the Chief or designee, however the shift commander will have “ultimate veto power” of any rider before or during a ride-along, as outlined below. It shall be the responsibility of the shift commander to return all completed agreements to the Chief’s office at the end of the tour of duty in which the rider participated.

The Captain of Patrol will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate division as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

[See attachment: Citizen Ride Along 2016.pdf](#)

West Lafayette Police Department

Policy Manual

Ride-Alongs

404.5 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once in every two month period. An exception may apply to the following law enforcement-involved participants:

- Volunteers
- Chaplains
- Any others with approval of the Chief of Police

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

404.5.1 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check must be completed/passed before being allowed to ride in the program. Information submitted must include: full name, current address, date of birth, and social security number.

404.5.2 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be clean in appearance and suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. Shirts will be free of any print that would be demeaning or offensive to the public or members of the West Lafayette Police Department. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

404.6 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. The Ride-Along Program will be presented by the assigned department member to all riders using a lesson plan format. Instructions should include:

- (a) The participant will follow the directions of the department member.
- (b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment. The rider is present only to observe the officer.
- (c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.
 1. If the participant is on a ride-along, the member may return the participant to the point the ride originated.

West Lafayette Police Department

Policy Manual

Ride-Alongs

- (d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
- (e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
- (f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.
- (g) No rider will be permitted to carry a firearm. The only exception to this rule would be if the person requesting the ride-along is a full time certified law enforcement officer. The certified law enforcement officer must have arrest powers granted in accordance with state law or federal regulations.
- (h) Subjects participating in the Ride-Along Program are not granted access to confidential information, police records or police computer systems.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor.

Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor.

Hazardous Material Response

405.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.2 POLICY

It is the policy of the West Lafayette Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

405.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department and TEMA are the agencies trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

405.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Make the initial assessment of a potentially hazardous material from a safe distance.
- (b) Notify the Dispatch Center, appropriate supervisors, the appropriate fire department and hazardous response units.
 1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

West Lafayette Police Department

Policy Manual

Hazardous Material Response

- (c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
- (d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
- (e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
 - 1. Placards or use of an emergency response guidebook.
 - 2. Driver's statements or shipping documents from the person transporting the material.
 - 3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
 - (a) The type of material.
 - (b) How to secure and contain the material.
 - (c) Any other information to protect the safety of those present, the community and the environment.
- (f) Provide first aid to injured parties if it can be done safely and without contamination.
- (g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
- (h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
- (i) Establish a decontamination area when needed.
- (j) Activate automated community notification systems, if applicable.
- (k) Notify the Indiana Department of Environmental Management Hotline (327 IAC 2-6.1-1).

405.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Shift Supervisor as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

West Lafayette Police Department

Policy Manual

Hazardous Material Response

405.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

Hostage and Barricade Incidents

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

406.2 POLICY

It is the policy of the West Lafayette Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

406.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

Department authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

West Lafayette Police Department

Policy Manual

Hostage and Barricade Incidents

406.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

406.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so.
- (b) Request medical assistance whether there are injured subjects or not.
- (c) Assign personnel to a contact/rapid response team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (d) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (e) Provide responding emergency personnel with a safe arrival route to the location.
- (f) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (g) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (h) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (i) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (j) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

West Lafayette Police Department

Policy Manual

Hostage and Barricade Incidents

- (k) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (l) Establish a command post.

406.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so.
- (b) Request medical assistance whether there are injured subjects or not.
- (c) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (d) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- (e) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.
- (f) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (g) Provide responding emergency personnel with a safe arrival route to the location.
- (h) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (i) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (j) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (k) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (l) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (m) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).
- (n) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

West Lafayette Police Department

Policy Manual

Hostage and Barricade Incidents

406.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Special Response Team (SRT) response if appropriate and apprising the SRT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.
- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).
- (g) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or the Dispatch Center.
- (h) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (i) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (j) Debrief personnel and review documentation as appropriate.

406.6 SRT RESPONSIBILITIES

It will be the SRT Commander's decision, with input from the Incident Commander, whether to deploy the SRT during a hostage or barricade situation. Once the SRT Commander authorizes deployment, the SRT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SRT. The Incident Commander and the SRT Commander or the authorized designees shall maintain direct communications at all times.

Response to Bomb Calls

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the West Lafayette Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

407.2 POLICY

It is the policy of the West Lafayette Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

407.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

Dispatch Police Officers and Firemen as needed for the situation. When dispatching units to the scene of a Bomb Threat, refer to the call as a "10-89". Do not refer to it as "Bomb Threat". The words "Bomb Threat" should not be spoken over the radio in any conversations.

407.4 RECEIVING A BOMB THREAT

When a member of this department receives notification of a bomb threat at a location in the City of West Lafayette, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the location is, or going to be occupied, and if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.

West Lafayette Police Department

Policy Manual

Response to Bomb Calls

- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened location.

407.4.1 QUESTIONS OF THE REPORTING PARTY

Record the exact wording of the threat.

1. Ask the following questions: (Chances are they won't respond, but the longer you keep them on the line, the more information you'll obtain).
 - a) When is the bomb set to explode?
 - b) Where is the bomb located right now?
 - c) What does the bomb look like?
 - d) What kind of bomb is it?
 - e) What will cause the bomb to explode?
 - f) Who placed the bombs?
 - g) Why did the bombs get placed?
 - h) What is your address?
 - i) What is your name?
2. Attempt to profile the caller by listening to their voice and speech patterns. Try to determine age, race, and sex. Try to distinguish accents, cracking voice, slurred speech, nasal tone, lisping, stuttering, excited, calm, angry, or disguised.
3. Be alert for background noises that may identify the location of the caller.
4. Try to keep the caller on the line as long as possible, attempt to contact the phone company and establish tracing procedures.

407.5 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

West Lafayette Police Department

Policy Manual

Response to Bomb Calls

407.5.1 WEST LAFAYETTE POLICE DEPARTMENT FACILITY

If the bomb threat is against the West Lafayette Police Department facility, the Shift Supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

407.5.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the West Lafayette Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

407.5.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

407.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 1. Two-way radios
 2. Cell phones
 3. Other personal communication devices
- (d) A bomb squad should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone. This should be coordinated with the bomb squad.

West Lafayette Police Department

Policy Manual

Response to Bomb Calls

- (f) A safe access route and staging area should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Shift Supervisor including:
 1. The time of discovery.
 2. The exact location of the device.
 3. A full description of the device (e.g., size, shape, markings, construction).
 4. The anticipated danger zone and perimeter.
 5. The areas to be evacuated or cleared.

407.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds or any additional damage from fires or unstable structures.

407.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

407.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

West Lafayette Police Department

Policy Manual

Response to Bomb Calls

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and crime scene technicians
- Shift Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

407.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

407.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Crisis Intervention Incidents

408.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

408.2 POLICY

The West Lafayette Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

408.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation or lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

West Lafayette Police Department

Policy Manual

Crisis Intervention Incidents

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

408.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate officer to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

408.4.1 CRISIS INTERVENTION TEAMS

The designated officer should coordinate department participation with any local crisis intervention team (CIT), including, as reasonable, identifying CIT-trained officers and incorporating information from the Indiana technical assistance center for CITs into department procedures as appropriate (I.C. § 5-2-21.2-1; I.C. § 5-2-21.2-2; I.C. § 5-2-21.2-6).

408.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.

West Lafayette Police Department

Policy Manual

Crisis Intervention Incidents

- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

408.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

408.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Absent an imminent threat to the public, consider strategic disengagement. This may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

West Lafayette Police Department

Policy Manual

Crisis Intervention Incidents

408.8 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

408.9 SEIZURE OF FIREARMS

An officer may seize a firearm from a person determined to be dangerous. The seizure may occur with or without a warrant (I.C. § 35-47-14-2).

A dangerous person is a person who, for the purposes of these seizures only, (I.C. § 35-47-14-1):

- (a) Presents an imminent risk of personal injury to the person or others.
- (b) May present a risk of personal injury to the person or others in the future and the person:
 - 1. Has a mental illness as defined in I.C. § 12-7-2-130 that may be controlled by medication, and has not demonstrated a pattern of voluntarily and consistently taking the person's medication while not under supervision.
 - 2. Is the subject of documented evidence that would give rise to a reasonable belief that the person has a propensity for violent or emotionally unstable conduct.

Having been recently released from a mental health facility or having a mental illness that is currently controlled by medication does not establish that the individual is dangerous.

A firearm seized without a warrant under these circumstances requires the officer to submit to the circuit or superior court having jurisdiction over the individual believed to be dangerous, a written statement under oath or affirmation describing the basis for the belief that the individual is dangerous (I.C. § 35-47-14-3).

An officer is not authorized to perform a warrantless search or seizure if a warrant would otherwise be required.

408.10 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis (I.C. § 5-2-1-9).

Involuntary Detentions

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under involuntary detention.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Immediate detention - When an individual is involuntarily detained by an officer for immediate hospitalization as provided in I.C. § 12-26-4-1.

Involuntary detention - Includes both immediate and emergency detentions.

Emergency detention - When an individual is involuntarily detained pursuant to a court approved petition under I.C. § 12-26-5-1.

409.2 POLICY

It is the policy of the West Lafayette Police Department to protect the public and individuals through legal and appropriate use of the involuntary detention process.

409.3 AUTHORITY

An officer may take an individual in

- (a) There are reasonable grounds to believe that an individual has a mental illness, is either dangerous or gravely disabled, and is in immediate need of hospitalization and treatment (I.C. § 12-26-4-1).
- (b) Pursuant to a court order (I.C. § 12-26-4-1.5).
- (c) Where an emergency detention petition is approved by a judge (I.C. § 12-26-5-2).

409.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for an involuntary detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

- (a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.
- (b) If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the involuntary immediate detention, if appropriate (I.C. § 12-26-4-1).
- (c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

West Lafayette Police Department

Policy Manual

Involuntary Detentions

409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for involuntary immediate detention should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.
- (b) Conflict resolution and de-escalation techniques.
- (c) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Involuntary detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

409.5 TRANSPORTATION

When transporting any individual for involuntary detention, the transporting officer should have the Dispatch Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed. Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy.

409.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with information containing the basis for the officer's belief the person qualifies for involuntary detention and remain present to provide clarification of the grounds for detention, upon request.

409.7 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on an involuntary detention should resolve the criminal matter by issuing a summons and promise to appear in court, as appropriate.

When an individual who may qualify for an involuntary detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the involuntary detention.
- (c) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an involuntary detention.

West Lafayette Police Department

Policy Manual

Involuntary Detentions

In the supervisor's judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

409.8 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an involuntary detention, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). A firearm may be seized under I.C. § 35-47-14-3 if the officer believes the person presents an imminent risk of personal injury to him/herself or another and the officer submits to the circuit or superior court having jurisdiction over the person a written statement under oath or affirmation describing the basis for the belief that the person is dangerous.

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

409.9 TRAINING

This department will provide department-approved training on interaction with mentally ill persons, involuntary detentions and crisis intervention (I.C. § 5-2-1-9(g)).

Summons and Release

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the West Lafayette Police Department with guidance on when to release adults who are suspected offenders on a summons and promise to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence.

410.2 POLICY

The West Lafayette Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons and promise to appear in court, when authorized to do so.

410.3 RELEASE

A suspected offender may be released on issuance of a summons and promise to appear in court for any misdemeanor except when the offender is (I.C. § 35-33-4-1; I.C. § 9-30-2-5):

- (a) Arrested for operating a vehicle while intoxicated (OWI).
- (b) Not an Indiana resident and is arrested for a misdemeanor that regulates the use and operation of a motor vehicle.

410.4 PROHIBITIONS

The release of a suspected offender on a summons and promise to appear in court is not permitted when:

- (a) The person is arrested for a felony (I.C. § 35-33-4-1(f)).
- (b) The person is arrested for a motor vehicle misdemeanor, except for OWI, when the person (I.C. § 9-30-2-4):
 - 1. Is charged with an offense of causing or contributing to an accident resulting in injury to, or death of, another person.
 - 2. Is charged with failure to stop for an accident causing death, personal injuries or damage to property.

410.5 CONSIDERATIONS

In determining whether to release a person on a summons and promise to appear in court when discretion is permitted, officers should consider:

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.

West Lafayette Police Department

Policy Manual

Summons and Release

- (d) Whether there is any record of the person failing to appear in previous cases or there are other articulable indications that the person may not appear in court for this offense.
- (e) The person's ties to the area, such as residence, employment or family.
- (f) Whether there is reasonable likelihood that criminal conduct by the person will continue.

Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the West Lafayette Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.2 POLICY

The West Lafayette Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll-free at 866-217-2089, or at another current telephone number, and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

West Lafayette Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

411.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
 - 4. Honorary consular officers

411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

West Lafayette Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

| Category | Arrested or Detained | Enter Residence Subject to Ordinary Procedures | Issued Traffic Citation | Subpoenaed as Witness | Prosecuted | Recognized Family Members |
|---------------------------------------|---|---|--------------------------------|--|---|---|
| Diplomatic Agent | No (note (b)) | No | Yes | No | No | Same as sponsor (full immunity & inviolability) |
| Member of Admin and Tech Staff | No (note (b)) | No | Yes | No | No | Same as sponsor (full immunity & inviolability) |
| Service Staff | Yes (note (a)) | Yes | Yes | Yes | No for official acts. Yes otherwise (note (a)) | No immunity or inviolability (note (a)) |
| Career Consul Officer | Yes if for a felony and pursuant to a warrant (note (a)) | Yes (note (d)) | Yes | No for official acts Testimony may not be compelled in any case | No for official acts Yes otherwise (note (a)) | No immunity or inviolability |
| Honorable Consul Officer | Yes | Yes | Yes | No for official acts Yes otherwise | No for official acts Yes otherwise | No immunity or inviolability |
| Consulate Employees | Yes (note (a)) | Yes | Yes | No for official acts Yes otherwise | No for official acts Yes otherwise (note (a)) | No immunity or inviolability (note (a)) |
| Int'l Org Staff (note (b)) | Yes (note (c)) | Yes (note (c)) | Yes | Yes (note (c)) | No for official acts Yes otherwise (note (c)) | No immunity or inviolability |

West Lafayette Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

| | | | | | | |
|--|------------------|-----|-----|-----|---------------------------------------|---|
| Diplomatic-Level Staff of Missions to Int'l Orgs | No (note (b)) | No | Yes | No | No | Same as sponsor (full immunity and inviolability) |
| Support Staff of Missions to Int'l Orgs | Yes | Yes | Yes | Yes | No for official acts Yes otherwise | No immunity or inviolability |

Notes for diplomatic immunity table:

- (a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Active Shooter/Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

412.2 POLICY

The West Lafayette Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

West Lafayette Police Department

Policy Manual

Active Shooter/Rapid Response and Deployment

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

412.5 PLANNING

The Patrol Commander should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

West Lafayette Police Department
Policy Manual

Active Shooter/Rapid Response and Deployment

412.6 TRAINING

The Training Officer should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the West Lafayette Police Department for investigating and enforcing immigration laws (I.C. § 5-2-18.2-4).

413.2 POLICY

It is the policy of the West Lafayette Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status.

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or Indiana Constitutions (I.C. § 5-2-18.2-8).

An officer may not request verification of the citizenship or immigration status of an individual from federal immigration authorities if the individual is only reporting a crime or is a victim or witness to a crime (I.C. § 5-2-20-3).

413.4 ENFORCEMENT

An officer may detain an individual when there are facts supporting a reasonable suspicion that the individual entered into the United States in violation of a federal criminal law. Federal authorities shall be notified as soon as possible and the detained individual shall be immediately released if the federal authorities do not want the person held. An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

413.4.1 CIVIL VS. CRIMINAL FEDERAL OFFENSES

An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but has remained beyond what is a legal period has committed a federal civil offense.

Reasonable suspicion that a criminal immigration violation has occurred shall not be based on race, color, national origin or any other generalization that would cast suspicion on or stigmatize any person, except to the extent permitted by the United States or Indiana Constitutions. Instead, the totality of circumstances shall be used to determine reasonable suspicion, and shall include factors weighing for and against reasonable suspicion.

West Lafayette Police Department

Policy Manual

Immigration Violations

Factors that may be considered in determining reasonable suspicion that a criminal immigration violation has occurred may include, but are not limited to:

- (a) An admission that the person entered the United States illegally.
- (b) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.
- (c) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with limited English proficiency.
- (d) Other factors based upon training and experience.

413.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer will not need to notify ICE when booking arrestees at the County jail. Immigration officials routinely interview suspected undocumented aliens who are booked into the County jail on criminal charges. Notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

413.6 ICE REQUEST FOR ASSISTANCE

Requests by ICE, or any other federal agency, for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies (I.C. § 5-2-18.2-3).

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; I.C. § 5-2-18.2-3):

- (a) Sending information to, or requesting or receiving such information from ICE
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state or local government entity
- (d) Exercising any duty to cooperate with state or federal agencies as provided in I.C. § 5-2-18.2-7

413.7.1 IMMIGRATION HOLDS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

West Lafayette Police Department

Policy Manual

Immigration Violations

413.8 U VISA AND T VISA NON-IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U visa may be completed by an officer in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa may be completed by an officer in order for a T visa to be issued.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Criminal Investigation supervisor assigned to oversee the handling of any related case. The Criminal Investigation supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

Aircraft Accidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity or Hazardous Material Response policies.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

414.2 POLICY

It is the policy of the West Lafayette Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

414.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

414.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) prior to the removal of any decedents. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

West Lafayette Police Department

Policy Manual

Aircraft Accidents

414.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Purdue University Airport Tower
- (c) Emergency medical services (EMS)
- (d) If applicable, Purdue Deans Office

414.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the following:

- (a) FAA
- (b) Fire department, EMS or other assisting law enforcement agencies
- (c) Coroner
- (d) Appropriate branch of the military, when applicable
- (e) TEMA (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists)

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

414.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to, the following:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance
- Pressure vessels, compressed gas bottles, accumulators and tires

West Lafayette Police Department

Policy Manual

Aircraft Accidents

- Fluids, batteries, flares and igniters
- Evacuation chutes, ballistic parachute systems and composite materials

414.8 DOCUMENTATION

All aircraft accidents occurring within the City of West Lafayette shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of WLPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

414.8.1 WRECKAGE

When reasonably safe, members should obtain the following:

- Aircraft registration number (N number)
- Number of casualties
- Photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible
- Photographs or video of any ground scars or marks made by the aircraft

414.8.2 WITNESSES

Members tasked with contacting witnesses should obtain the following:

- (a) Witness location at the time of his/her observation relative to the accident site
- (b) Detailed description of what was observed or heard
- (c) Names of all persons reporting the accident, even if not yet interviewed
- (d) Audio recordings of reports to 9-1-1 regarding the accident and dispatch records

414.9 MEDIA RELATIONS

The Public Information Officer should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB, if it is assuming responsibility for the investigation.

The West Lafayette Police Department will generally be responsible for any family notifications and the release of victims' names. The NTSB generally will not assume these tasks.

If an aircraft accident results in a fatality, refer to the "Death Investigation" policy.

Field Training

415.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation, facilitate the transition from the academic setting to the actual performance of general law enforcement duties, and introduce the policies, procedures and operations of the West Lafayette Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

415.2 POLICY

It is the policy of the West Lafayette Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

415.3 FIELD TRAINING

The field training program shall consist of four full rotations of training. Each rotation shall be of sixteen work days in duration. During these rotations the probationary officer shall experience the work of each shift with an emphasis on night shift work. The first rotation will commence when the probationary officer has completed the WLPD FTO Academy. The Chief of Police shall retain the authority to shorten the duration of the training for probationary officers with prior law enforcement experience. The duration of training may also be shortened for probationary officers with unusual ability or to satisfy the manpower requirements. The field training program is an extension of the hiring process. Probationary officers are required to complete the field training program successfully to be considered for further employment with the West Lafayette Police Department.

415.3.1 THE SCHEDULE:

Week One: During the first week of employment the probationary officer will be sworn in as a member of the Police Department. The probationary officer will also complete payroll and insurance information. During the first week of employment the probationary officer will be issued uniforms and other standard issued equipment.

[See attachment: Issued Equipment-2016.pdf](#)

Week Two: During week two the probationary officer will enter week one of the West Lafayette Police Department Training Academy. Upon completion of the West Lafayette Police Department Training Academy the probationary officer will be assigned to the first training rotation of the Field Training Program.

415.3.2 FIRST TRAINING ROTATION

1. WORKDAY ONE THROUGH FOUR/SHADOW: The probationary officer will be assigned to an FTO and may be given up to four work days to adjust to the new assignment. The probationary

West Lafayette Police Department

Policy Manual

Field Training

officer will observe the FTO as he conducts his duties. The probationary officer will ask relevant questions and will participate if required.

2. WORKDAY FIVE THROUGH SIXTEEN: The probationary officer will begin to become familiar with the duties of his FTO and will begin to assume a portion of the workload. The FTO shall determine the workload for the probationary officer based on the probationary officer's ability. The probationary officer should assume a minimum of 25% of the workload by the end of the first training rotation. Detailed DORs will be completed during this period.

3. The FTO will complete a rotation summary at the completion of the training rotation. The rotation summary will include information pertaining to the probationary officer's specific strengths and weaknesses. This rotation summary shall be used by the next FTO to focus the training to the probationary officer's needs.

4. The probationary officer will be assigned to the second rotation.

415.3.3 SECOND TRAINING ROTATION

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.

2. WORKDAY ONE/SHADOW: The probationary officer may be given one workday to become familiar with the new FTO. This workday is to be used as an orientation day. The probationary officer will use this workday to learn the particular priorities of his/her new shift and FTO. The probationary officer will be expected to ask questions of the FTO in order to speed the familiarization process.

3. WORKDAY TWO THROUGH SIXTEEN: The probationary officer will begin to assume a larger portion of the workload to be determined by the FTO. The probationary officer will continue to polish the skills acquired during the first rotation. At the same time, the FTO will assign progressively more difficult and complex calls to the probationary officer in an effort to prepare him/her to assume the full responsibilities of a patrol officer. The probationary officer should handle a minimum of 25% of the workload at the beginning of the second training rotation. At the end of the second training rotation the probationary officer will be expected to have progressed to handling a minimum of 50% of the total workload. Detailed DORs will be completed during this time period.

4. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.

5. The probationary officer will be assigned to the third training rotation.

415.3.4 THIRD TRAINING ROTATION

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.

2. WORKDAY ONE/SHADOW: The probationary officer may be given one workday to become familiar with the new FTO. This workday is to be used as an orientation day. The probationary

West Lafayette Police Department

Policy Manual

Field Training

officer will use this workday to learn the particular priorities of his/her new shift and FTO. The probationary officer will be expected to ask questions of the FTO in order to speed the familiarization process along.

3. WORKDAY TWO THROUGH SIXTEEN: The probationary officer will begin to assume a larger portion of the workload to be determined by the FTO. The probationary officer will continue to polish the skills acquired during previous rotations. At the same time, the FTO will assign progressively more difficult and complex calls to the probationary officer in an effort to prepare him/her to assume the full responsibilities of a patrol officer. The probationary officer should handle a minimum of 50% of the workload at the beginning of the third training rotation. At the end of the third training rotation, the probationary officer will be expected to have progressed to handling a minimum of 75% of the total workload of the FTO. Detailed DORs will be completed during this time period.
4. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.
5. The probationary officer will be assigned to the fourth training rotation.

415.3.5 FOURTH TRAINING ROTATION

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.
2. The fourth training rotation is an evaluation period of sixteen workdays in duration. No shadow period will be given.
3. The FTO will wear civilian clothing and the probationary officer will assume the full responsibilities of a uniformed patrol officer.
4. The FTO is no expected to train during this rotation. The FTO will evaluate the probationary officer's fitness for solo patrol. The FTO should provide a safety net for the probationary officer and should only intervene to prevent unnecessary exposure to danger or civil liability. As always, the probationary officer will receive feedback from the FTO. During this training rotation the probationary officer will assume 100% of the workload of the FTO. The FTO will complete detailed DORs for this period of training.
5. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.

415.4 ILEA

1. The probationary officer's speed of progression through the field training program will be influenced by the availability of ILEA basic academy. The probationary officer shall continue through the first two training rotations until the officer completes the ILEA basic academy. The probationary officer may be rotated between shifts and FTO's as needed until the ILEA basic academy begins.
2. The probationary officer will not be assigned to the third training rotation until the officer has successfully completed the ILEA basic academy.

West Lafayette Police Department

Policy Manual

Field Training

3. Upon completion of the ILEA basic academy the probationary officer will be returned to the field training program where they left off prior to the ILEA training.
4. The probationary officer may be granted a short period of adjustment when returning from ILEA to the third training rotation.

415.5 REMEDIATION

1. When deemed necessary by the Field Training Coordinator, the probationary officer will be assigned to remedial training. The need for remedial training may be deemed necessary in the case of substandard marks in any category recorded on the DORs.
2. Remediation plan:
 - a) The probationary officer will receive a detailed description of his/her specific problems in writing.
 - b) The probationary officer will receive a written plan of action to correct the problems.
 - c) The probationary officer's shift assignment and assigned FTO will be determined by the Field Training Coordinator. The probationary officer shall receive remedial training for a period of eight additional workdays in order to correct problems.
 - d) The probationary officer will be forwarded to the next training rotation.
3. The remediation procedure may be utilized at the end of all three training rotations for a maximum of thirty-two workdays of remedial training. Any substandard performance that has not been corrected in this time period will be included in a final report to the Chief of Police at the end of the field training program.

415.6 FIELD TRAINING PROGRAM FINAL REPORT

1. Upon the probationary officer's completion of the four training rotations the Field Training Coordinator will complete a final report to be forwarded to the Chief of Police.
2. The final report will include specific information pertaining to the probationary officer's fitness for solo patrol.
3. The report will include the Field Training Coordinator's recommendation as to whether the probationary officer should be released to solo patrol or terminated from the training program.
4. In the event that the probationary officer approaches the first anniversary date of employment prior to completing the field training program, the final report will be forwarded to the Chief of Police no later than four weeks prior to that anniversary date.
5. The Chief of Police shall retain final authority to act on the recommendations of the Field Training Coordinator.

West Lafayette Police Department

Policy Manual

Field Training

415.7 SUMMARY

The West Lafayette Police Department will actively attempt to train probationary officers through the use of qualified field training officers following the schedule as outlined above. During this training process the probationary officer is expected to make every effort to absorb the teachings of the field training officers. The proper training of a probationary officer is dependent upon the diligence of the field training officers, the initiative of the probationary officer to learn the material, and the commitment of the senior staff to the success of the program .

415.8 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The FTO coordinator shall be appointed by and directly responsible to the Patrol Commander or the authorized designee. The FTO Coordinator shall hold the rank of Patrol Sergeant or Patrol Lieutenant. The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assigning of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Shift Supervisor informed about trainees' progress.
- (i) Maintaining liaison with FTO coordinators from other law enforcement agencies.
- (j) Maintaining liaison with police academy staff on recruit officer performance during academy attendance.
- (k) Performing other activities as may be directed by the Patrol Commander.

415.8.1 PROCESS REVIEW MEETINGS

The FTO coordinator should arrange for periodic meetings with FTOs in order to discuss:

- (a) Updates to department directives and procedures.
- (b) New information relevant to the FTO training program (e.g., training methods, laws).

West Lafayette Police Department

Policy Manual

Field Training

- (c) Experiences during most recent training cycle (e.g., training problems, suggestions for program improvement).
- (d) Any other information pertinent to the FTOs.

415.9 FTO SELECTION, TRAINING AND RESPONSIBILITIES

415.9.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience and knowledge
- (c) Work performance
- (d) Skill in interpersonal relationships
- (e) Demonstrated ability as a positive role model.
- (f) Successful completion of an internal oral interview process.
- (g) Evaluation by supervisors and current FTOs.
- (h) Possession of, or ability to obtain, department-approved certification.
- (i) Must not be in any stage of progressive discipline and shall possess above average ratings on their last two performance evaluations.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

The FTO Coordinator, in consultation with the Captain of Patrol and the Deputy Chief, will make recommendations to the Chief for the selection of Field Training Officers. The number of FTO's will depend on departmental needs; however, there will be an attempt to have at least six trained and commissioned FTO's ready to assume full FTO duties and responsibilities at any given time.

FTO's shall complete an approved FTO course, as course availability and department needs allow, upon selection as an FTO. FTO's may be temporarily or permanently removed from FTO responsibilities and/or the FTO program for just cause by the FTO Coordinator or an executive staff member.

415.9.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

415.9.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

West Lafayette Police Department
Policy Manual

Field Training

415.9.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.

Air Support

416.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

416.2 POLICY

It is the policy of the West Lafayette Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

416.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

416.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

- (a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.
- (b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.
- (c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.
- (d) Vehicle pursuits.
- (e) Pre-planned events or actions that require air support.
- (f) Due to a request under an existing mutual aid agreement.
- (g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

Contacts and Temporary Detentions

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field Interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

417.2 POLICY

The West Lafayette Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

West Lafayette Police Department

Policy Manual

Contacts and Temporary Detentions

417.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct a field interview, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the West Lafayette Police Department to strengthen community involvement, community awareness and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include, but are not limited to, an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

417.4 PAT-DOWN SEARCHES

Once a valid stop has been made, an officer may pat a suspect's outer clothing if the officer has a reasonable, articulable suspicion that the suspect has a dangerous weapon. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include, but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

West Lafayette Police Department

Policy Manual

Contacts and Temporary Detentions

- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.5 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 1. A recorded statement should be obtained on an officers body worn camera from those who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Shift Supervisors

418.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor for each shift.

418.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the West Lafayette Police Department. To accomplish this, a Lieutenant and Sergeant shall be designated as the Shift Supervisors for each shift.

418.3 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

- (a) Ensuring sufficient members are on-duty to accomplish the mission of the West Lafayette Police Department.
- (b) Providing command-level oversight .
- (c) Establishing service-level priorities.
- (d) Providing job-related training and guidance to subordinates.
- (e) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (f) Handling service inquiries or complaints from the public.
- (g) Acting as the Public Information Officer when appropriate.
- (h) Managing risk exposure.
- (i) Ensuring the security of all department facilities.
- (j) Ensuring the proper equipment and vehicles are available for member use.
- (k) Representing the Department at community functions.

Mobile Audio/Video

419.1 PURPOSE AND SCOPE

The West Lafayette Police Department has equipped patrol vehicles with Mobile Audio/Video (MAV) recording systems to provide records of events and to assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

419.2 POLICY

It is the policy of the West Lafayette Police Department to use mobile audio/video technology to more effectively fulfill the mission of the Department and to ensure these systems are used securely and efficiently.

419.3 OFFICER RESPONSIBILITIES

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

Officers shall ensure the MVR is positioned and adjusted to record the events.

Should the officer find any problems with the MVR, that officer shall immediately notify their shift commander and submit a help ticket.

419.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle's emergency lights are activated. The system remains on until it is turned off manually.

419.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

West Lafayette Police Department

Policy Manual

Mobile Audio/Video

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
 - 1. Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian checks
 - 9. Operating while intoxicated (OWI) investigations, including field sobriety tests
 - 10. Consensual encounters
 - 11. Crimes in progress
 - 12. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify the Dispatch Center
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, including:
 - 1. Domestic or family violence
 - 2. Disturbance of the peace
 - 3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

419.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording

West Lafayette Police Department

Policy Manual

Mobile Audio/Video

may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

419.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

419.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

419.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area.

All recordings shall be retained in an unaltered and unobscured condition for at least 190 days. Recordings shall be retained for longer periods as follows (I.C. § 5-14-3-5.3):

- (a) As provided in I.C. § 5-14-3-5.1 for at least two years upon written request:
 - 1. Of a person who is depicted or whose property is depicted in the recording.
 - 2. Of a victim.
- (b) For at least two years if a formal or informal complaint is filed regarding a law enforcement activity as provided in I.C. § 5-14-3-2(j).
- (c) Until the final disposition of all appeals and an order from the court if a recording is used in a criminal, civil, or administrative proceeding.

The West Lafayette Police Department may retain a recording for training purposes for any length of time (I.C. § 5-14-3-5.3).

419.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

419.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the officer or against the West Lafayette Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

Mobile Data Terminal Use

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and the Dispatch Center.

420.2 POLICY

West Lafayette Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

420.3 PRIVACY EXPECTATION

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

420.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages

West Lafayette Police Department

Policy Manual

Mobile Data Terminal Use

that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

420.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

420.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT.

420.5.2 EMERGENCY ACTIVATION

If there is an emergency activation, the dispatcher will attempt to confirm the member's need for emergency assistance. If the member reports that no assistance is needed, the dispatcher will advise all members to resume normal activity. If there is no response or the member answers in some other way, the dispatcher shall proceed as follows:

- (a) If the member is not on a call for service, available resources will be sent to assist in locating the member. If the location is known, the dispatcher will immediately assign an emergency response to the nearest available officer, in accordance with the Officer Response to Calls Policy.
- (b) Notify the field supervisor and Shift Supervisor of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

420.6 EQUIPMENT CONSIDERATIONS

West Lafayette Police Department

Policy Manual

Mobile Data Terminal Use

420.6.1 NON-FUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify the Dispatch Center and Shift Commander. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

Officers shall report any damaged MDT equipment to their shift commander.

Officers shall submit a help ticket for all needed repairs to nonfunctioning MDT's.

420.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Body Worn Cameras/Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body worn cameras/portable audio/video recording devices by members of this department while in the performance of their duties. Body worn cameras/portable audio/video recording devices include all recording systems whether body-worn, handheld or integrated into portable equipment.

This policy does not apply to lawful surreptitious audio/video recording, interception of communications for authorized investigative purposes or to mobile audio/video recordings (see the Investigation and Prosecution and Mobile Audio/Video policies).

421.2 POLICY

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law.

BWCs allow for accurate documentation of police-public contacts, arrests, critical incidents, accuracy of officer reports, and testimony in court.

Audio and video recordings enhance this agency'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.

The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

421.3 PRIVACY

All recordings made by members acting in an official capacity of this department shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings. Civilians shall not be allowed to review the recordings at the scene.

421.4 MEMBER RESPONSIBILITIES

BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.

Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.

Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at

West Lafayette Police Department

Policy Manual

Body Worn Cameras/Portable Audio/Video Recorders

periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

BWC equipment is the responsibility of individual officers and will be used with reasonable-care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.

Officers 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 or his designee, with the exception of copying recordings to be added to RMS.

Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the chief or his or her designee in accordance with state record retention laws.

Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. BWC recordings are not a replacement for written reports.

421.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Officers shall activate the BWC to record all calls for service and law enforcement related encounters and activities, such as traffic stops, arrests, searches, interrogations, and pursuits.

When in doubt, officers should record. Officers are encouraged, but not required, to announce when they are recording.

In locations where individuals have a reasonable expectation of privacy, such as a residence, officers should inform individuals they are being recorded. Individuals with a reasonable expectation of privacy may decline to be recorded unless the recording is being made in pursuant to an investigation. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.

This department acknowledges that recording may not be possible, safe, or practical in every situation. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document on camera or in writing, why a recording was not made, was interrupted, or was terminated.

421.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

West Lafayette Police Department

Policy Manual

Body Worn Cameras/Portable Audio/Video Recorders

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Communications with other police personnel without the permission of the chief.
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

421.7 RETENTION/STORAGE OF RECORDINGS

All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.

Files should be securely stored for at least 190 days, or in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.

In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

421.8 RELEASE OF RECORDINGS

Recordings made using portable recording devices pursuant to this policy are department records and may only be released as provided in the Records Maintenance and Release Policy or for other authorized legitimate department business purposes.

421.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.

Supervisors shall at least on a monthly basis, randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

Public Recording of Law Enforcement Activity

422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

422.2 POLICY

The West Lafayette Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officer, him/herself or others.

422.4 OFFICER RESPONSE

Whenever practicable, officers should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

West Lafayette Police Department

Policy Manual

Public Recording of Law Enforcement Activity

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior. When practical, the encounter should be recorded.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

422.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

Homeless Persons

423.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

423.2 POLICY

It is the policy of the West Lafayette Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The West Lafayette Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

423.3 LIAISON TO THE HOMELESS COMMUNITY

The West Lafayette Police Department maintains a professional relationship with the Wabash Valley Alliance and should utilize their Projects for Assistance in Transitions from Homelessness (PATH) Program whenever possible.

When a homelss camp is located on city property officers are to contact the West Lafayette Park and Recreation Department (765-775-5110) to make them aware of the location of the camp.

Officers will then contact the PATH team (765-423-2638) and inform them of the camp and any other relavent information. Officers do not need to standby to await the arrival of PATH team members.

Officers will document the incident in a case report and follow up with the PATH team member who responded.

423.4 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under involuntary commitment or emergency admission when facts and circumstances reasonably indicate such a detention is warranted (see the Involuntary Detentions Policy).

West Lafayette Police Department

Policy Manual

Homeless Persons

423.5 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

Medical Aid and Response

424.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

424.2 POLICY

It is the policy of the West Lafayette Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

Whenever practicable, members should provide medical aid, first aid, CPR and use of an automated external defibrillator (AED) in accordance with their training and current certification levels. This should be done for those in need of care and when the member can safely do so.

424.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Dispatch Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Dispatch Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 1. Signs and symptoms as observed by the member.
 2. Changes in apparent condition.
 3. Number of patients, sex and age, if known.
 4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.

West Lafayette Police Department

Policy Manual

Medical Aid and Response

5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

424.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

424.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should proceed with an involuntary commitment in accordance with the Involuntary Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

424.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

West Lafayette Police Department

Policy Manual

Medical Aid and Response

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport the arrestee to a hospital without a supervisor's approval.

424.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

424.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or delays will affect the EMS response.

Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

424.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

The West Lafayette Police Department will train officers on the operation of the AED.

Any member using an AED will complete an incident report detailing its use.

Following use of an AED:

- (a) The member shall notify EMS as soon as practicable (I.C. § 16-31-6.5-6).
- (b) The electrodes and/or pads will be replaced as outlined by the AED manufacturer.

The West Lafayette Police Department shall notify the ambulance provider that provides emergency services to the City of the location of AEDs maintained by the Department (I.C. § 16-31-6.5-5).

West Lafayette Police Department

Policy Manual

Medical Aid and Response

424.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

An officer may administer opioid overdose medication in accordance with standards established by the Indiana Emergency Medical Services Commission (I.C. § 16-31-3-23.5(a)).

424.9.1 DEFINITIONS

Overdose Intervention Drug – a prescription medication used to reverse opioid overdose.

Naloxone (Narcan) – the generic drug name of the overdose intervention drug referred to in this policy.

Medical Director – a medical physician who oversees and directs the training for the West Lafayette Police Department overdose intervention program, and issues standing orders for Naloxone.

Opioid – For the purposes of this policy the term opioid includes opioid and opiate drugs. The term includes opium-like natural, synthetic, and semi-synthetic narcotic drugs that act on the body's opioid receptors causing analgesia and respiratory system depression. Opioids include, but are not limited to, heroin, morphine, hydrocodone, oxycodone, hydromorphone, etc.

424.9.2 ISSUANCE AND STORAGE

1. Upon completion of required training, each officer in the Uniform Division will be issued 1 one kit containing a single dose of Naloxone.

- a. This kit is considered equipment for purposes as outlined in policy.
- b. Officers shall store Naloxone at the recommended storage temperature range.
- c. Kits are not to be stored in the vehicle, but may be carried on the officer or in a duty bag.

2. Kits must be maintained in a state of Operational Readiness

a. The Special Services Captain shall be responsible for replacing unused dosages if the dosages are beyond the recommended shelf life.

3. Spare Naloxone kits will be stored in the medical supply area at the West Lafayette Police Department, and at the West Lafayette Fire Departments.

4. After administering Naloxone, officers shall replace the used ampule through the West Lafayette medical storage area, or from the WLFD unit on scene.

424.9.3 NALOXONE ADMINISTRATION

If a person has respiratory depression or is unresponsive officers may nasally administer Naloxone into the person's nostrils by use of a nasal atomizer.

Officers who administer Naloxone shall:

- a. Ensure EMS and Fire are called to the scene; and
- b. Administer the Naloxone as instructed in the required training.

West Lafayette Police Department

Policy Manual

Medical Aid and Response

c. Patient given Naloxone cannot sign a refusal of treatment. They must be transferred to the hospital.

424.9.4 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Captain of Special Services.

424.9.5 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

Members administering the medication should report the use to the local ambulance service provider responsible for reporting to the state health commissioner (I.C. § 16-31-3-23.7).

424.9.6 OPIOID OVERDOSE MEDICATION TRAINING

The Training Officer should ensure training is provided to members authorized to administer opioid overdose medication that meets the standards established by law (I.C. § 16-31-3-23.5(a)).

First Amendment Assemblies

425.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

425.2 POLICY

The West Lafayette Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

425.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter.

These rights may be limited by laws or ordinances regulating such matters as:

- Obstruction of traffic (I.C. § 35-44.1-2-13)
- Trespass (I.C. § 35-43-2-2)
- Noise (I.C. § 35-45-1-3)
- Picketing
- Unlawful Assembly (I.C. § 16-41-22-1 et seq.)
- Distribution of handbills and leafleting
- Loitering
- Rioting (I.C. § 35-45-1-2)
- Disruptive conduct at funerals or memorial services (I.C. § 35-45-1-3)
- Disorderly conduct (I.C. § 35-45-1-3)
- Control of mass gatherings (I.C. § 16-41-22-1 et seq.)
- Flag desecration (I.C. § 35-45-1-4)
- Unlawful promotion, organization or participation in combative fighting (I.C. § 35-45-18-2; I.C. 35-45-18-3)
- Obstruction of a firefighter (I.C. § 35-44.1-4-8)
- Obstruction of an emergency medical person (I.C. § 35-44.1-4-9)
- Resisting law enforcement (I.C. § 35-44.1-3-1)

However, officers shall not take action or fail to take action based on the opinions being expressed.

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- Engage in assembly or demonstration-related discussion with participants.
- Harass, confront or intimidate participants.
- Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

425.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Dispatch Center. Additional resources should be requested as appropriate. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

425.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

425.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

425.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles and responsibilities
- (b) Staffing and resource allocation
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.)
- (e) Deployment of specialized resources
- (f) Event communications and interoperability in a multijurisdictional event
- (g) An established liaison with demonstration leaders and external agencies
- (h) Media relations
- (i) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
- (j) Traffic management plans
- (k) First aid and emergency medical service provider availability

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

- (l) Prisoner transport and detention
- (m) Review of policies regarding public assemblies and use of force in crowd control
- (n) Parameters for declaring an unlawful assembly
- (o) Arrest protocol, including management of mass arrests
- (p) Protocol for recording information flow and decisions
- (q) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (r) Protocol for handling complaints during the event

425.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

425.5.4 MASS GATHERING LICENSE

Any event that is likely to attract 5,000 or more people and continue for more than 18 consecutive hours requires a license. Applicants for such a license shall be submitted to the Chief of Police (I.C. § 16-41-22-5).

The Chief of Police shall forward the application with recommendations to the health department on the same day the application is received. Upon return of the application from the health department the Chief of Police shall notify the applicant within five days that the application has been disapproved by the health department or whether the Chief of Police will issue the license (I.C. § 16-41-22-12).

425.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

425.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER (TM)s should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

425.8 ARRESTS

The West Lafayette Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Timely access to medical care.
- (c) Timely access to legal resources.
- (d) Timely processing of arrestees.

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

- (e) Full accountability for arrestees and evidence
- (f) Coordination and cooperation with the prosecuting authority, jail and courts (see the Summons Release Policy).

425.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

425.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

425.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, the Dispatch Center records/tapes
- (g) Media accounts (print and broadcast media)

425.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, to include the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs)
- (c) Problems identified
- (d) Significant events

West Lafayette Police Department

Policy Manual

First Amendment Assemblies

- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

Suspicious Activity Reporting

426.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

426.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

426.2 POLICY

The West Lafayette Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

426.3 RESPONSIBILITIES

The Criminal Investigation Commander and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations policy.

The responsibilities of the Criminal Investigation Commander include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

West Lafayette Police Department

Policy Manual

Suspicious Activity Reporting

- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

426.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

Civil Disputes

427.1 PURPOSE AND SCOPE

This policy provides members of the West Lafayette Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic or Family Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Indiana law.

427.2 POLICY

The West Lafayette Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

427.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

West Lafayette Police Department

Policy Manual

Civil Disputes

427.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

427.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

427.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

West Lafayette Police Department

Policy Manual

Civil Disputes

427.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

School Resource Officers

428.1 PURPOSE AND SCOPE

This policy describes the West Lafayette Police Department School Resource Officer (SRO) program.

428.2 POLICY

The West Lafayette Police Department is committed to enhancing the safety of students and faculty on campuses located in the department's jurisdiction by forming a partnership with school administrators, faculty members and students.

428.3 SCHOOL RESOURCE OFFICER PROGRAM

The goals and objectives of the SRO program include, but are not limited to (I.C. § 20-26-18.2-1):

- (a) Assisting with the development and implementation of a school safety plan.
- (b) Protecting the school against external threats to the safety of the students, preventing unauthorized access to school property and securing the school against a natural disaster or other violence.
- (c) Creating respect for law and order in the public school system and minimizing criminal activity.
- (d) Identifying students at risk of becoming involved in the criminal justice system and guiding them toward more positive and socially acceptable ways to behave.
- (e) Reducing criminal activity on or near a school campus.
- (f) Enhancing communication and understanding between students, their families, district staff and the Department.
- (g) Assisting with the coordination of security measures for school activities such as sports events, dances and other large gatherings.
- (h) Evaluate security measures, at least annually, throughout the school and make recommendations to enhance safety and reduce risk.

428.4 SCHOOL RESOURCE OFFICER DUTIES

SRO duties are, but not limited to:

- (a) Responding to calls and the preliminary investigation of criminal offenses that occur on student-occupied property while the SRO is on-duty or during school hours.
- (b) Conducting follow-up investigations of misdemeanor offenses that occur on student-occupied property during school hours.
- (c) Assisting the Criminal Investigation Division with follow-up investigations that originate on student-occupied property or involve a student.
- (d) Providing education for students, faculty and administrators as requested and when available regarding law enforcement functions.

West Lafayette Police Department
Policy Manual

School Resource Officers

- (e) Assisting faculty and administrators in establishing policies that contribute to the safety of school staff and students.
- (f) Participating in student conferences, as requested and appropriate.

428.4.1 CHAIN OF COMMAND

Officers should follow their assigned department chain of command during investigations of criminal activity. Assigned activities that are not criminal in nature may be overseen or directed by the school principal or the authorized designee or as otherwise provided in the agreement for services.

428.5 MEMORANDUM OF UNDERSTANDING

For further details refer to the MOU with WLCSC within chapter 2 of the policy manual

Escorts

429.1 ESCORTS

429.1.1 POLICY

The West Lafayette Police Department will provide police escorts for funerals and business related money transports. The escorts will be conducted at the discretion of the shift commander as manpower allows.

429.1.2 PURPOSE

To provide officers the basic information on what type of escorts the West Lafayette Police Department conducts.

429.2 THE ORDER

429.2.1 FUNERAL ESCORTS

Shift Command/Dispatch upon receiving a request for a funeral escort, Dispatch will obtain the following information:

- The name of the person making the request.
- The name of the Funeral Home they represent.
- Phone Number for recontacting.
- Time escort requested.
- Point where escort will originate and destination.

Officers Responsibilities:

The officer will then go to the point of origin. The officer should arrive a few minutes prior to the time of the escort.

The officer will activate the emergency lights on their patrol units, (i.e.: Red and Blue, flashing/rotating, and wigwag).

The officer will then assume a position in front of the hearse and lead the funeral procession. The escort will follow a predetermined route to the designated location.

The speed of the escort should be kept as close to 20 MPH as possible. This may vary due to route, length of procession and other variables.

The officer may request an additional officer to assist at busy intersections. The officer should advise dispatch when they pick up the escort and when they complete it. At completion of the escort, the officer will resume normal patrol duties.

West Lafayette Police Department

Policy Manual

Escorts

429.2.2 REQUEST FOR MEDICAL ESCORTS

The West Lafayette Police Department will not give escorts to individuals for medical reasons.

Dispatch should first encourage the subject to stay where they are and let the police department dispatch WLFD and EMS to their location. If this does not work, we will offer to assist the individual by contacting EMS and have them meet with the individual while enroute to the hospital. Dispatch will need to obtain the following:

- Which hospital they are enroute to
- Route of travel
- Vehicle description and license number for EMS
- Pertinent information on the ill or injured subject, so the information can be relayed to EMS.

Dispatch will need to inform the subject to watch for the ambulance and pull over and stop.

Fireworks Enforcement

430.1 PURPOSE

To provide guidelines and direction for the enforcement of the City of West Lafayette Ordinance regulating the use of consumer fireworks.

430.2 POLICY

The West Lafayette Police Department will respond to complaints and enforce the City of West Lafayette Ordinance regulating the use of consumer fireworks. The members of the police department realize that the use of fireworks can cause personal injury, increase the fire hazards to its citizens, and disturb the peace and tranquility of the City.

430.3 ENFORCEMENT PROCEDURE

1. Police Officers will respond to complaints made concerning illegal fireworks.
2. Police Officers may issue citations against persons who violate West Lafayette City Code section 63.40. The ticket will be issued with a mandatory court date in West Lafayette City Court.
3. Police Officers may seize and dispose of the illegal fireworks that are used in violation of this ordinance.

B. Dates and times consumer fireworks are allowed within the City, on private property, with the consent of the owner or lessee of that property
 1. Between the hours of 5:00 p.m. and two (2) hours after sunset on June 29, June 30, July 1, July 2, July 3, July 5, July 6, July 7, July 8, and July 9.
 2. Between the hours of 10:00 a.m. and 12:00 midnight on July 4th.
 3. Between the hours of 10:00 a.m. on December 31 and 1:00 a.m. on January 1, and between the hours of 5:00 p.m. and two (2) hours after sunset on January 1.

Alarm Response Guidelines

431.1 PURPOSE

To establish protocol for police response to active alarm calls for service.

431.2 POLICY

In order to establish consistent policy for response to alarm calls for service, the following guidelines have been established for the safety of the officers and citizens.

431.3 DEFINITION

Routine response: The officer(s) will respond to the location in a normal driving manner. Traffic laws should be obeyed.

Emergency response: The officer(s) will respond as quickly and safely as possible to the location, exercising due regard in the operation of their vehicle, keeping the safety of pedestrians and other motor vehicles in mind. Officers operating in the emergency mode shall use emergency lights. Officers may in conjunction with emergency lights use any other warning devices available.

Officers may be operating in the emergency mode with only the emergency lights activated but need to exercise extreme caution in doing so. Officers need to be aware that the use of sirens when approaching alarm calls could create a hostage situation in the event of a robbery in progress. Officers also need to be aware that the sound of a siren travels for a great distance.

431.4 BANK ALARMS

A. Once a bank alarm is received by dispatch, all WLPD patrol units will be dispatched. Patrol units will be authorized to handle this as an emergency response, if during normal business hours.

If alarm is after normal business hour's patrol units will respond as a closed business alarm. Officers should remember to shut off the siren, if in use, prior to arrival in the area of the alarm.

B. Dispatch will contact the bank by telephone. Once contact is made with an employee of the bank, the dispatch officer will ask, "Is Digby there?" If the employee replies "Yes", or responds with any answer other than "No", then the situation will be handled as a bank robbery in progress. If the employee responds "No", then the alarm will be deemed as false and all units will immediately be advised to disregard with the exception of the district car or closest unit. At this time the one car still in route will handle the call as a routine response.

C. If bank employees do not give the proper code, the alarm will be handled as a bank robbery in progress. All arriving units will establish a perimeter around the bank in order to observe for activity in and around the bank. Officers will not approach the bank until the "proper code" is given to dispatch or until advised to do so by a shift commander.

D. Once the alarm is deemed false, one officer will make contact outside the bank with a representative or the bank. Dispatch will provide a description of the employee to the officer and

West Lafayette Police Department

Policy Manual

Alarm Response Guidelines

will advise the employee to approach the officer's patrol car. The officer will at this time obtain the pertinent name block information from the employee as well as the reason for the alarm.

E. Under no circumstances should any radio traffic associated with bank alarms make reference to a "Code".

431.5 RESIDENTIAL/CLOSED BUSINESS ALARMS

All residential/closed business alarms will be responded to in the following manner unless exigent or emergency circumstances exist. This will include response to a residential alarm.

B. Once an alarm is received by dispatch, at least two officers will be dispatched to the location; more officers may be dispatched if circumstances dictate. This will depend on the size of the location to be checked and any exigent circumstances that exist.

C. Officers will respond to the scene in a routine manner. Officers may at times need to respond in an emergency manner if emergency circumstances arise, i.e., officers arrive and locate forced entry or reports of intruders are received from neighbors.

D. Upon arrival at the location, officers will attempt to observe the residence/business for a short time. If no unusual activity is observed officers may approach the location and check the security of the building.

1. If any unusual activity or forced entry is observed, officers at the scene will establish a perimeter and if needed request additional units to assist with the search and perimeter. Officers in route to assist may respond in an emergency manner, keeping in mind that sirens can be heard for some distance.

2. In the event that an "open door" is located and no other signs of foul play are present, two or more officers may search the location for injuries or intruders.

3. On some occasions the alarm company may request an officer stand by at the location for the property owner or his representative. If manpower exists, we will stand by at the location. If no "key holder" is in route officers will clear the location after finding it to be secure.

431.6 HOLD-UP ALARMS/OPEN BUSINESS ALARMS

After receiving an active hold-up or alarm from an open business, dispatch will advise all units to respond. Units may respond in an emergency manner.

Upon arrival officers will establish a perimeter and observe for any unusual activity. Once the perimeter is established officers may request that the shift commander or dispatcher call the location by telephone in an attempt to determine the validity of the alarm. Officers will not approach the location until it is found that no problem exists inside. An exception will be made if exigent circumstances exist requiring officers to make entry, i.e. shots fired at employees.

At the discretion of the shift commander general alarms may also be handled as above.

West Lafayette Police Department

Policy Manual

Alarm Response Guidelines

431.7 FIRE ALARMS

Upon receiving a fire alarm, dispatch will send one unit to the location. This officer may respond in an emergency manner as he may be required to begin an evacuation process. A second car may also be dispatched depending on the size of the location.

At times it may be necessary to dispatch more than two cars depending on information received, i.e. working fire and the size of the location that may need to be evacuated.

West Lafayette Police Department
Policy Manual

Chapter 5 - Traffic Operations

Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the West Lafayette Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic accidents, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic accidents are a valuable resource. Factors for analysis include, but are not limited to, the following:

- Location
- Time
- Day
- Violation factors
- Requests from the public
- Construction zones
- School zones
- Special events

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

West Lafayette Police Department

Policy Manual

Traffic

500.3.1 TRAFFIC CONTROL PROCEDURES

The Captain of Patrol will develop procedures and training for traffic direction and control, to include:

- (a) Circumstances warranting traffic direction and control (e.g., traffic collisions, roadway hazards)
- (b) Uniform practices or other considerations for routing or re-directing vehicular traffic at or between intersections or away from hazards
- (c) Uniform hand gestures for manual traffic direction
- (d) Use of reflective clothing or vests while directing traffic
- (e) Procedures for manual operation of traffic control devices
- (f) Procedures for use of temporary traffic control devices

500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or summons issued by any member shall not be used as the sole criterion for evaluating member overall performance (I.C. § 9-30-2-3).

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a minor violation was inadvertent.

500.4.2 TRAFFIC INFORMATION AND SUMMONS

Traffic information and summons should be issued when a member believes it is appropriate. When issuing a summons for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, motorists should be provided with (I.C. § 9-30-3-6):

- (a) An explanation of the violation or charge.
- (b) The court appearance procedure, including the optional or mandatory appearance by the motorist.
- (c) A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to:

- (a) Accidents resulting in death (I.C. § 9-26-1-1.1).
- (b) Felony or misdemeanor hit-and-run (I.C. § 9-26-1-1.1).
- (c) Felony and misdemeanor driving under the influence of alcohol or drugs (I.C. § 9-30-5-1 et. seq.).

West Lafayette Police Department

Policy Manual

Traffic

500.4.4 NORM BASED ACTIVITY

Officers generally receive indirect supervision and are expected to resolve most situations on their own. They are responsible for their own time management during periods when they are not responding to complaints or calls for service. An Officer should realize that it is during these self-initiated times that Police Officers are able to provide specific proactive services within the community. An Officer's productivity shall be norm-based, that is, based on an average of similar work groups. While encouraged to excel in all areas, Officers shall minimally be expected to maintain a level of performance that is consistent with those of similar groups. The minimum acceptable activity is 26 contacts per month. Officers are expected to make criminal arrests as it becomes necessary during their normal course of duty. Officers shall make arrests that are reasonable, prudent and necessary to maintain order, and to protect the citizens of West Lafayette.

500.5 SUSPENDED OR REVOKED LICENSES

If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic information and summons or make an arrest as appropriate (I.C. § 9-30-4-8).

500.5.1 DRIVING WHILE SUSPENDED INFRACTION

When officers make contact with a subject operating a motor vehicle and they are found to be suspended/infraction the following is policy.

The driver will be issued a citation to appear in Tippecanoe County Superior Court Six according to current court schedules.

If the offender's vehicle is towed a case report is required. If the vehicle is released to a valid driver, no case report is required. Officers are to complete a short narrative on the reverse side of the summons.

500.5.2 DRIVING WHILE SUSPENDED MISDEMEANOR/PRIOR

When officers make contact with a subject operating a motor vehicle and he/she is found to be suspended misdemeanor or prior, the following is policy:

1. If reinstatement has passed, then cite for "No Valid License".
2. If suspended misdemeanor, cite and release.
3. DWS prior and misdemeanor are to be handled in the same manner.

The officer will retain the discretion to incarcerate or issue a summons based on the circumstances that are present at the time of the traffic stop.

4. If suspended prior:
 - a) If the driver resides in Tippecanoe County or surrounding County's, cite and release.
 - b) If the driver does not reside in Tippecanoe County or surrounding County's, then arrest and transport to T1.

West Lafayette Police Department

Policy Manual

Traffic

5. A summons into Tippecanoe County Court will be issued according to current county court schedules.

500.5.3 OUT OF STATE SUSPENSIONS AND OUT OF COUNTRY SUSPENSIONS

When officers make contact with an out of state or country suspended driver the following is policy:

Out of state or country suspensions will be handled as infractions.

500.6 OPERATING A MOTOR VEHICLE-NEVER RECEIVED LICENSE

When officers make contact with a subject operating a motor vehicle and he/she is found to be operating without ever having received a drivers license, the following is the policy:

1. The driver will be issued a promise to appear and may be incarcerated at the county jail.
2. The suspect will be processed as per department policy for misdemeanor arrest.

500.7 HABITUAL TRAFFIC VIOLATORS

When officers make contact with the operator of a motor vehicle and it is determined his license status is H.T.V. (a felony) the following is policy:

1. The driver will be arrested and after processing will be incarcerated at the county jail.
2. The suspect will be processed as per department policy for felony arrest.

500.8 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members, who may be exposed to hazards presented by passing traffic or will be maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; I.C. § 22-8-1.1-2).

500.8.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic, maneuvering or operating vehicles, machinery and equipment (I.C. § 22-8-1.1-2).

Examples of when high-visibility vests should be worn include traffic control duties, traffic accident investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

Traffic Accidents

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the West Lafayette Police Department to respond to traffic accidents and render or summon aid to injured victims as needed. The Department will investigate and prepare reports with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Unless restricted by law, traffic accident reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this department and there is:
 - 1. A life-threatening injury.
 - 2. A fatality.
 - 3. A City vehicle involved.
 - 4. A City official or employee involved.
 - 5. Involvement of an on- or off-duty member of this department.
- (b) Is within another jurisdiction and there is:
 - 1. A City of West Lafayette vehicle involved.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.
- (b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, fire department, hazardous materials response, tow vehicles).
- (f) Clearance and cleanup of the roadway.

West Lafayette Police Department

Policy Manual

Traffic Accidents

501.4 NOTIFICATION

If a traffic accident involves a life-threatening injury or fatality, the responding officer shall notify the shift commander. The shift commander may assign a crash reconstructionist to investigate the incident.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury the supervisor responsible for the incident should ensure notification of the victim's immediate family. In the event of a fatality the supervisor should coordinate such notification with the Coroner. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

An accident report shall be taken when:

- (a) A fatality, any injury (including complaint of pain), operating while intoxicated, or a hit-and-run is involved (I.C. § 9-26-1-1; I.C. § 9-26-2-1).
- (b) The accident results in a collision with an unattended vehicle and/or damage to property other than a vehicle and the owner of that vehicle or property cannot be located (I.C. § 9-26-1-1).
- (c) An on-duty member of the City of West Lafayette is involved.
- (d) The accident results in any damage to any City-owned or leased vehicle.
- (e) A crash report will be completed on all hit and run crashes, regardless of damage estimate. A separate case report will be completed in RMS if evidence is found or follow up investigation is needed.
- (f) The accident involves any other public agency driver or vehicle.
- (g) There is damage to public property.
- (h) There is property damage of at least \$1,000 (I.C. § 9-26-2-1).
- (i) Any party to the crash requests a report be completed.
- (j) If damage is less than \$1,000 and both drivers absolutely refuse to have a report filed, name block information will be obtained and entered into the notes field on the CAD/ISR sheet.
- (k) All pedestrian crashes are to be completed as personal injury crashes.
- (l) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

This department will investigate crashes that occur on private property under the same requirements set forth in policy 501.5.

West Lafayette Police Department

Policy Manual

Traffic Accidents

501.5.2 CITY VEHICLE INVOLVED

A traffic accident report shall be taken when a City vehicle is involved in a traffic accident that results in property damage or injury. In addition to the accident report the on duty commander will document on department letterhead the details and facts of the crash and determine if the crash was avoidable/unavoidable on the part of the involved employee.

The entire report shall be completed and forwarded to the following; Deputy Chief, Captain of Special Services, Captain of Patrol, Lieutenant of Special Services, and the Maintenance Technician. The supervisor at the scene should determine what photographs should be taken of the scene and forward them to the Captain of Special Services. Any police vehicle sustaining damage will be immediately deadlined and left at the Department for repair

501.5.3 INJURED ANIMALS

Department members should refer to the Animal Control Policy when a traffic accident involves the disposition of an injured animal.

501.6 INVESTIGATION

When a traffic accident meets reporting requirements the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

501.6.1 CRASH RECONSTRUCTION

A crash reconstructionist may be requested for serious bodily injury, including but not limited to those listed below (officer discretion must be used).

- (1) Possible permanent disability
- (2) Amputation
- (3) Multiple internal injuries
- (4) Paralysis
- (5) Fatal

When a reconstructionist is called to the scene of a crash, the Captain of Patrol shall be notified.

501.6.2 FATAL CRASHES

Officers shall follow same guidelines as Personal Injury Crash.

West Lafayette Police Department

Policy Manual

Traffic Accidents

- b) Primary investigating officer will be completing the Indiana Officer's Standard Crash Report form.
- c) Crash Reconstructionist and Coroner to be requested.
- d) Treat crash site as a crime scene and do not move the following unless life threatening:
 - (1) Deceased bodies.
 - (2) Vehicles involved.
 - (3) Debris/evidence on or about the scene.
- e) Preserve the scene, do not:
 - (1) Turn on/off vehicle light switches.
 - (2) Place vehicles in or out of gear.
 - (3) Set motorcycles or bicycles upright.
 - (4) Drive/park on tire marks or other roadway evidence (when possible).
 - (5) Move or adjust anything in vehicles involved[DB3] .
- f) All drivers involved are to be tested for blood alcohol content (preferably by blood test at emergency room).

501.6.3 REMOVAL FROM LINE DUTY ASSIGNMENT

When an on-duty member is involved in a traffic accident that involves a life-threatening injury or fatality, the member may be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members should issue a warning, summons or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

Crash Investigations Inside/Outside of City Limits – Special Exemptions

502.1 CRASH INVESTIGATIONS INSIDE/OUTSIDE OF CITY LIMITS – SPECIAL EXEMPTIONS

502.1.1 PURPOSE

To serve the general public in a more efficient manner, by assisting other agencies. Crashes in some areas outside of, but near the city limits are handled more efficiently when investigated by the West Lafayette Police Department. Likewise, certain areas located within the city limits may be more efficiently handled by another area agency.

502.1.2 POLICY

West Lafayette, Purdue University, Tippecanoe County, and Lafayette Police Departments will routinely investigate crashes in the areas specified by this policy, even when the areas are not contained within their regular jurisdictional boundaries.

502.2 THE ORDER

By agreement, and in accordance with the Mutual Aid Policies, the West Lafayette Police Department will investigate motor vehicle crashes outside of the jurisdictional boundaries of West Lafayette. All investigations of crashes that occurred outside of the city limits, will be listed on the crash report as "outside city limits", unless otherwise specified by this policy.

502.2.1 EAST & WESTBOUND STATE STREET (WABASH RIVER BRIDGE, STATE ST.-SOUTH ST. CONNECTION)

West Lafayette PD will investigate crashes in the eastbound lanes (from the intersection with Tapawingo Drive, east to Second St.). (Mark crash reports as outside of city limits).

1.) Lafayette PD will investigate crashes at the intersection of South St. and Second St.

Lafayette PD will investigate crashes in the westbound lanes of the bridge from Second St. to Tapawingo Dr.

1.) West Lafayette PD will investigate crashes at the intersection of Tapawingo Dr. and State St.

502.2.2 HARRISON BRIDGE

West Lafayette Police Department will investigate crashes in the eastbound lanes (from Wiggins St.), and the up ramps (from N. River SR43), east to the down ramp for Canal Rd. (Mark crash reports as outside of city limits).

a) Lafayette Police Department will investigate crashes on the Canal Rd. down ramp and all areas east of the ramp.

b) Lafayette Police Department will investigate crashes westbound from Salem St. to the River Rd. down ramps.

West Lafayette Police Department

Policy Manual

Crash Investigations Inside/Outside of City Limits – Special Exemptions

West Lafayette Police Department will investigate crashes on the River Rd. down ramps and the westbound lanes of the River Rd. overpass bridge. (Mark crash report as outside of the city limits).

502.2.3 WEST STATE STREET

The West Lafayette Police Department will investigate all crashes on State Street to and including the intersection of Marstellar Street.

502.2.4 STATE ROAD 43

West Lafayette Police Department will investigate crashes on SR 43 north to the entrance of the Chardonnay Subdivision.

502.2.5 SOLDIERS HOME ROAD

West Lafayette Police Department will investigate crashes on Soldiers Home Road north to County Road 500 North.

502.2.6 COUNTY ROAD 500 NORTH

TCPD will take crash reports on all of 500 North, including the intersection of 75 West and the intersection of 50 West (Salisbury St.).

502.2.7 NORTH SALISBURY STREET

West Lafayette Police Department will investigate all crashes on North Salisbury Street up to the intersection of County Road 500 North.

TCSO will investigate crashes in the intersection.

502.2.8 LINDBERG ROAD

West Lafayette Police will investigate all crashes on Lindberg Road west to the intersection of Robinhood Lane.

502.2.9 MCCORMICK ROAD

West Lafayette Police will work crashes on McCormick Road from Cherry Lane and north.

West Lafayette Police will work crashes in the intersection of McCormick Road and Cherry Lane.

Purdue Police will take all of McCormick Rd south of the Cherry Lane intersection.

502.2.10 CHERRY LANE

West Lafayette Police will investigate crashes on Cherry Lane from Northwestern Avenue to and including the intersection of Edgemont Drive.

Purdue Police will investigate crashes on Cherry Lane west of Edgemont Drive to intersection of McCormick Rd.

502.2.11 SAGAMORE PARKWAY

West Lafayette Police will investigate all crashes (east and westbound) on Sagamore Parkway from the west edge of the bridge and west.

West Lafayette Police Department

Policy Manual

Crash Investigations Inside/Outside of City Limits – Special Exemptions

502.2.12 US 231 CORRIDOR

US 231 Corridor:

[See attachment: US 231 Corridor Agreement with PUPD.pdf](#)

Vehicle Towing

503.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

503.2 POLICY

The West Lafayette Police Department will tow vehicles when appropriate and in accordance with the law.

503.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through the Dispatch Center to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the officer. (I.C. § 9-21-16-3; I.C. § 9-21-16-4).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

503.3.1 VEHICLE TOW DO TO CRASH

When towing a vehicle as a result of a crash, the vehicle need only be towed if the crash occurred on a city street or state highway, and the vehicle is not capable of being driven from the scene due to mechanical reasons or because the driver is incapable of driving it due to injury. The owner will first be asked for their preference of tow service and if they have none, then the on call service will be used.

503.3.2 DISABLED VEHICLES

Disabled vehicles are any vehicle on a city street, alleyway, or state highway that pose a substantial hazard if they are not removed.

If the owner is present, their preference of tow service will be utilized, and if they have none, then the on call service will be used.

If the owner is not present, the vehicle may be towed from the travel portion of the road using the on call towing service.

503.3.3 VEHICLE TOW DO TO PARKING VIOLATION

When a vehicle is being towed for a parking violation, i.e. yellow curb/tow zone, parked blocking alleyway or driveway, etc., the following procedure will be followed:

- a) Issue parking ticket for violation.
- b) Contact on call tow service.

West Lafayette Police Department

Policy Manual

Vehicle Towing

- c) Complete inventory based on what can be observed from the outside of the vehicle
- d) Issue red tag if appropriate.
- e) Complete tow card.

If the owner should return to the vehicle prior to the arrival of the wrecker, the vehicle can be released to the owner and the wrecker shall be cancelled.

If the owner should return to the vehicle and the tow service is already on scene, the vehicle may still be towed unless an agreement can be reached between the vehicle owner and the wrecker service

503.4 ARREST SCENES

The West Lafayette Police Department will impound all vehicles where the driver of the vehicle has been removed by police action for traffic or criminal offenses (i.e. HTV, DWS, OWI, hit and run crash, etc.).

- Officers may release a properly registered vehicle to a valid driver with the permission of the vehicle's owner in lieu of impounding the vehicle where the driver has been removed by police action.

503.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

503.5.1 UNAUTHORIZED USER

An officer who discovers a vehicle in the possession of an individual who cannot establish the right to possession of the vehicle shall take and store the vehicle in a suitable place (I.C. § 9-22-1-5).

503.6 IMPOUND HOLDS

If an officer impounds a vehicle and a hold is placed on it, the officer must provide the tow truck driver with an orange hold card. As soon as practical, the officer shall complete a vehicle tow history card and affix the remaining portion of the hold card to the tow history card. The tow history card and hold card are to be filed in the appropriate container on the counter in the Records Division.

503.7 RECORDS

Records Division members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

West Lafayette Police Department

Policy Manual

Vehicle Towing

503.8 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

503.9 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried. Officers may document the inventory of a vehicle by completing a vehicle inventory form or by narrating the inventory on the officers body worn camera.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Traffic Citations and Warnings

504.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing traffic warnings and citations.

504.2 POLICY

It is the policy of the West Lafayette Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation or written warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES

The Records Division shall be responsible for the supply and accounting of all traffic and parking citations.

Members of the West Lafayette Police Department shall only use department-approved traffic and parking citation forms.

504.3.1 WRITTEN WARNINGS

Written warnings may be issued when the department member believes it is appropriate. The Records Division should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

504.3.2 VERBAL WARNINGS

Verbal warnings are not permitted by this department.

If using the e-ticket system a physical copy of a traffic warning does not have to be provided to the offender but an electronic copy must be generated in the e-ticket system.

If using the hand written warning pads the offender shall be issued their duplicate copy of the written warning.

504.4 TRAFFIC CITATIONS

504.4.1 RECORDS DIVISION

Officers shall only use department-issued traffic citations. The Records Division shall ensure that (I.C. § 9-30-3-6):

- (a) Traffic citations are available and accessible as appropriate.
- (b) Each traffic citation shall have a unique number which will include the identifying number of the West Lafayette Police Department.
- (c) A system of accountability is in place for each traffic citation in the possession of the West Lafayette Police Department.

West Lafayette Police Department

Policy Manual

Traffic Citations and Warnings

504.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued.

Operating While Intoxicated

505.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of drivers operating vehicles while intoxicated (OWI).

505.2 POLICY

The West Lafayette Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Indiana's OWI laws.

505.3 INVESTIGATIONS

All officers are expected to enforce these laws with due diligence.

All OWI investigation will be documented in case reports. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in Indiana or another jurisdiction.

505.3.1 OWI DETECTION AND PRE-ARREST SCREENING

The officer's observation in this stage is crucial in establishing probable cause upon which the arrest decision is based. Officers must perform the following tasks:

1. Recognize and identify specific driving behaviors that have a high probability of signifying that the driver may be intoxicated/impaired by alcohol or drugs.
2. Recognize and identify specific driving and other behaviors occurring during the vehicle stop that provide additional evidence/indication that the driver may be intoxicated/impaired.
3. Note all observations leading to the determination that the driver may be intoxicated/impaired.
4. Recognize and identify specific characteristics and actions commonly associated with intoxicated/impaired drivers during face-to-face contact.

West Lafayette Police Department

Policy Manual

Operating While Intoxicated

5. For officer and subject safety, it is not recommended that field tests be conducted in the roadway between a patrol vehicle and subject vehicle. If a safe location cannot be found, transport the subject to the department holding area and conduct the field tests.
6. Select and administer appropriate field sobriety tests to assess impairment (e.g., horizontal gaze nystagmus test, walk-and-turn test, one-leg stand test).
7. If probable cause is determined after field sobriety tests are administered or refused, the officer shall then read the Indiana Implied Consent notice and offer a breath test.
8. Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning.
9. Handcuff and search the subject.
10. Transport subject for chemical testing

505.4 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (I.C. § 9-30-6-1 et seq.; I.C. § 9-30-7-2):

- (a) The officer has probable cause to believe that the person has committed an offense under any of the following:
 1. OWI (I.C. § 9-30-5-1 et seq.)
 2. Implied Consent (I.C. § 9-30-6-1 et seq.)
 3. Circuit Court Alcohol Abuse Deterrent Programs (I.C. § 9-30-9-1 et seq.)
 4. Open Alcoholic Beverage Containers/Consumption of Alcohol in Motor Vehicles (I.C. § 9-30-15-1 et seq.)
- (b) The officer has probable cause to believe that the person has committed an offense in (a) above and has been involved in an accident involving actual or imminent death or serious bodily injury (I.C. § 9-30-6-6).

An officer may administer more than one chemical test during the course of an OWI investigation (I.C. § 9-30-6-2; I.C. § 9-30-7-3).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

505.4.1 STATUTORY NOTIFICATIONS

Officers should advise a person that in order to comply with the implied consent laws of Indiana, they must submit to each chemical test offered (I.C. § 9-30-6-2).

West Lafayette Police Department

Policy Manual

Operating While Intoxicated

505.4.2 BREATH SAMPLES

The Captain of Special Services shall ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained (I.C. § 9-30-6-5; 260 I.A.C. 2-3-2).

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Captain of Special Services(260 I.A.C. 2-4-1; 260 I.A.C. 2-4-2).

505.4.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples. The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task (I.C. § 9-30-6-6).

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

505.4.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

505.4.5 PORTABLE BREATH TEST

A portable breath test (PBT) may be offered when an officer has reasonable suspicion to believe that a person is OWI or has been involved in an accident resulting in actual or imminent death, or serious bodily injury (I.C. § 9-30-6-6).

505.5 REFUSALS

When an arrestee refuses to provide a chemical sample, officers (I.C. § 9-30-6-7; I.C. § 9-30-6-8):

- (a) Should advise the arrestee of the requirement to provide a sample.

West Lafayette Police Department

Policy Manual

Operating While Intoxicated

- (b) Should audio- and/or video-record the admonishment and the response when it is practicable.
- (c) Shall document the refusal in the appropriate report.
- (d) Shall prepare a probable cause affidavit to be forwarded to the prosecuting attorney of the county where the alleged offense occurred.

505.5.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, officers shall inform the person that refusal will result in the suspension of his/her driving privileges and take possession of the person's driver's license or permit. The officer shall issue the person a receipt (I.C. § 9-30-6-7).

505.5.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.
- (c) The officer has probable cause to believe that the person has violated OWI laws and has been involved in an accident that caused serious bodily injury or death of another (I.C. § 9-30-6-6).

505.5.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.
 - 1. This dialogue should be recorded on an officers body worn camera.
- (d) Ensure that the blood sample is taken in a medically approved manner (I.C. § 9-30-6-6).
- (e) When practical record the forced blood draw on an officers body worn camera.

West Lafayette Police Department
Policy Manual

Operating While Intoxicated

- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances (I.C. § 9-30-6-6):
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

505.6 ARREST AND INVESTIGATION

If an officer has probable cause to believe that a person committed an OWI offense, the person may be arrested. However, if the chemical test results in prima facie evidence that the person is intoxicated, the person shall be arrested for an OWI offense (I.C. § 9-30-6-3).

505.6.1 TIME TO ADMINISTER TEST

All chemical tests shall be administered to a person within three hours after an officer has made the determination that the person is OWI or that the person has been involved in an accident resulting in serious bodily injury, or actual or imminent death (I.C. § 9-30-6-2; I.C. § 9-30-6-6; I.C. § 9-30-6-7).

505.6.2 MEDICAL TEST RESULTS

For the criminal investigation, officers should obtain chemical test results conducted by medical personnel acting under the direction or protocol of a physician. The test results shall be provided to an officer even if the person has not consented or authorized his/her release (I.C. § 9-30-6-6).

School Crossing Guards

506.1 PURPOSE AND SCOPE

This policy provides guidelines for paid school crossing guard programs.

506.2 POLICY

It is the policy of the West Lafayette Police Department to provide school crossing guards, subject to available resources, at strategic locations to enhance the safety of school children while crossing the roadway.

506.3 SCHOOL CROSSING GUARD COORDINATOR

The Chief of Police or the authorized designee should designate a school crossing guard coordinator. The coordinator's responsibilities include:

- Coordinating the recruiting, selection and training of school crossing guards.
- Scheduling school crossing guards and assignments.
- Monitoring and evaluating the performance of school crossing guards.
- Developing and maintaining written procedures for school crossing guard duties and responsibilities.
- Preparing reports and other documentation as needed.
- Ensuring that a review of crossing guard locations is conducted annually.

506.4 SELECTION

To be eligible for appointment as a school crossing guard, the candidate should possess the following qualifications:

- Be an adult over 18 years of age
- Be of good character and have no convictions for crimes of moral turpitude
- Be sufficiently physically fit to be able to carry out all duties of the position, including good sight, hearing and coordination skills
- Be able to work independently
- Be able to communicate effectively, both verbally and through the use of appropriate traffic-related hand signaling
- Present a neat appearance
- Be able to provide clear, firm but courteous direction and signals

West Lafayette Police Department

Policy Manual

School Crossing Guards

School crossing guards should be required to pass a background investigation including fingerprinting. In addition, school crossing guards may be subject to the hiring standards required of all city employees.

506.5 UNIFORMS AND EQUIPMENT

Each school crossing guard shall be provided a stop paddle that is compliant with the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), yellow or orange reflective gloves and an American National Standards Institute (ANSI) Class II high-visibility vest.

506.6 SCHOOL CROSSING GUARD DEPLOYMENT

Locations for school crossing guard assignments should be based on traffic engineering studies and guidelines established by the MUTCD and where authorized by law. Additional factors to consider may include:

- Age of school children crossing
- Number of students and others crossing
- Vehicle speeds in the area of the crossing
- Volume of traffic
- Length of safe traffic gaps
- Width of the roadway and number of lanes
- Sight distance at crossing
- Accident history
- Control devices present

506.7 SCHOOL CROSSING GUARD RESPONSIBILITIES

The primary responsibility of the school crossing guard is to assist children with crossing the street safely. School crossing guards should also:

- (a) Report to their assignment by their scheduled start time properly attired and remain at their post throughout their assigned shift.
- (b) Notify the Dispatch Center at least one hour before the start time of their assigned shift if they will be unable to cover their assignment for any reason.
- (c) Use only department-supplied safety and control equipment to perform their duties.
- (d) Wear the approved high-visibility vest on the outside of their clothing at all times while at their crossing assignment (23 CFR 655.601).
- (e) Refrain from conducting personal business or engaging in any activities, such as reading, that may distract their attention from their crossing responsibilities.

West Lafayette Police Department

Policy Manual

School Crossing Guards

- (f) Except for emergencies, refrain from using cellular phones or other personal electronic devices while on assignment.
- (g) Report to the coordinator any injuries to themselves or others that occur during the shift.
- (h) Report any incidents or conditions that may present a potential hazard to the school crossing guard or school children.

Crossing guards shall not direct traffic, including directing lines of traffic to turn. Instead, crossing guards should wait for a sufficient gap in the traffic flow and stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk and that all vehicular traffic must stop.

506.8 TRAINING

Prior to assignment, school crossing guards should have successfully completed department-approved training on the following:

- Relevant city laws and regulations
- School zone signage, markings and regulations
- Basic first-aid
- Proper signaling and use of signaling equipment
- Proper use of safety equipment
- Emergency procedures in the event of an accident or other emergency
- Procedures for safely crossing children
- Other topics as deemed appropriate by the coordinator or training instructor

The School Crossing Guard Coordinator will be responsible for providing copies of this policy to the crossing guards.

Passenger Restraint System Enforcement

507.1 PASSENGER RESTRAINT SYSTEM ENFORCEMENT

507.1.1 PURPOSE

To provide guidelines for the enforcement of the Indiana law regarding passenger restraint systems.

507.1.2 POLICY

All personnel within this agency are encouraged to take a “zero tolerance” approach toward violations of the laws regarding passenger restraint systems.

507.1.3 ENFORCEMENT

1. A vehicle may be stopped to determine compliance with Indiana law regarding passenger restraint systems. However, a vehicle, its contents, the driver, or a passenger may not be inspected, searched, or detained SOLELY because of a violation of this type. Other probable cause must be present and documented in a report.
2. Each officer should ensure that the use of passenger restraints is addressed at every traffic enforcement contact.
3. If non-use or intentional misuse of passenger restraints is noted, the appropriate enforcement action should be taken. No warnings are to be written on grant funded patrols.

507.1.4 TRAINING

All personnel within the agency who perform traffic enforcement activities should receive training on this policy.

Sobriety Checkpoint Procedures

508.1 PURPOSE

The purpose of this policy is to provide guidelines for the physical construction and operation of a sobriety checkpoint in order to maximize the deterrent effect and increase perception of "risk of apprehension" of motorists who would operate a vehicle while impaired by alcohol or drugs.

508.2 POLICY

It shall be the policy of the West Lafayette Police Department to implement a sobriety checkpoint program. This will be done as part of a comprehensive enforcement program. To ensure standardization of this program a clear and concise set of written guidelines has been developed governing procedures on how checkpoints will be operated within this jurisdiction. The Chief of Police, Deputy Chief or his designee will approve all checkpoints prior to implementation.

In accordance with this policy the West Lafayette Police Department will:

1. Satisfy federal, state and local legal requirements.
2. Conduct checkpoints with a minimal amount of intrusion or motorist inconvenience.
3. Assure the safety of the general public as well as the law enforcement officers involved.
4. Provide for an objective site selection based on relevant data.
5. Provide for public information and education to maximize the deterrent effect and heighten awareness of the impaired driving problem.
6. Select officers to work the checkpoint based on experience and training.
7. Conduct a briefing prior to each checkpoint to cover operational procedures.

508.3 DEPARTMENTAL GUIDELINES

Written guidelines will be prepared in advance of the implementation of the checkpoint. The written guidelines will include:

1. A detailed site map.
2. Specified signing, safety equipment, warning devices, barriers, etc. that will be used, their proper placement, and use at the scene.
3. Specific method for selecting motorists to be contacted, e.g., every vehicle, every fifth vehicle, etc. to ensure objectivity.
4. Assignment of specific duties for participating officers.
5. Provision for a predetermined pull-off area for vehicles requiring further investigation.

West Lafayette Police Department

Policy Manual

Sobriety Checkpoint Procedures

508.4 PROCEDURES

1. Site Selection: The West Lafayette Police Department will objectively outline criteria used in the site selection process.
 1. Select locations that permit the safe flow of traffic through the checkpoint.
 - a) Consideration should be given to posted speed limits, traffic volume and visibility.
 - b) Ensure sufficient adjoining space is available to pull vehicles off the traveled portion of the roadway.
 - c) Consider other conditions that may pose a hazard.
 2. Alcohol and drug related traffic experiences.
 - 1) Incidence of alcohol or drug related crashes.
 - 2) Alcohol/drug related driving violations.
 - 3) Any other documented alcohol/drug related vehicular incidents.
 3. The site should have sufficient visibility from each direction and sufficient illumination.

508.5 PERSONNEL

A sworn uniformed officer rank of Sergeant or above will be assigned to provide on-scene supervision of the checkpoint.

The checkpoint will be staffed by a sufficient number of uniformed personnel to ensure safe and efficient operation.

508.6 ADVANCE NOTIFICATION

1. For the purpose of public information and education, the West Lafayette Police Department will announce to the media that checkpoints will be conducted.
2. The West Lafayette Police Department will encourage media interest in the sobriety checkpoint program to enhance public perception of aggressive enforcement, to heighten the deterrent effect, and to assure protection of constitutional rights.
3. The West Lafayette Police Department will provide advance notification of the checkpoint to public safety agencies expected to be impacted.

508.7 MOTORISTS WARNINGS/SAFETY METHODS

1. Special care is required to warn approaching motorists of the sobriety checkpoint.
2. Basic equipment will include, but is not limited to:
 - a) Warning signs placed in advance of the checkpoint.
 - b) Flares, fusees, or similar devices.
 - c) Safety cones or similar devices.

West Lafayette Police Department
Policy Manual

Sobriety Checkpoint Procedures

- d) Permanent/portable lighting.
- e) Marked patrol vehicles.

508.8 CONTINGENCY PLANNING

Any deviation from the predetermined guidelines must be thoroughly documented as to the reason for the deviation (i.e. traffic backing up, intermittent inclement weather).

508.9 DATA COLLECTION

To monitor and ensure standardization and consistency of the sobriety checkpoint program a systematic method of data collection will be incorporated.

1. Assigned personnel will complete an officer statistics sheet at the end of the checkpoint. The statistic sheet will be submitted to the checkpoint supervisor.
2. The checkpoint supervisor will compile the information contained in the officers' statistic sheets in order to complete the supervisor statistic sheet at the end of each checkpoint.
3. The supervisor statistic sheet may include, but is not limited to:
 - a) Time, date and location of the checkpoint.
 - b) Weather conditions.
 - c) Number of vehicles passing through checkpoint.
 - d) Number and type of arrests.
 - e) Identification of unusual incidents such as safety problems that occurred during the checkpoint.

West Lafayette Police Department
Policy Manual

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the West Lafayette Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 1. An initial statement and name block from any witnesses or complainants.
 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 3. If assistance is warranted, or if the incident is not routine, notify the Shift Supervisor.
 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 5. Collect any evidence.
 6. Take any appropriate law enforcement action.
 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

600.4 FOLLOW-UP INVESTIGATIONS RESPONSIBILITIES

Follow-up investigations may be conducted by either uniformed officers or detectives, depending on the criteria established by this department. Investigative steps include, but are not limited to:

West Lafayette Police Department

Policy Manual

Investigation and Prosecution

- (a) Reviewing and analyzing all previous reports, agency records, laboratory examination results and external sources of information.
- (b) Conducting additional interviews.
- (c) Seeking additional information (e.g. from law enforcement officers or informants).
- (d) Conducting searches for additional evidence.
- (e) Identifying and apprehending suspects.
- (f) Determining the suspect's involvement in other crimes.
- (g) Checking the suspect's criminal history.
- (h) Preparing cases for court presentation.

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

When questioning changes to interrogation where you reasonably believe the subject has become or is a suspect, the subject shall be advised of their rights if they are in custody.

If interrogation under rights advisement has ceased and is later resumed, advisement of rights shall precede resumed interrogation.

If during interrogation, another unrelated crime is brought forth, the subject shall be advised of his rights regarding the new crime.

All officers shall use the department's uniform statement of rights forms for suspect rights advisement or capture the advisement on an audio and video recording.

All officers shall document the advisement of suspect's rights in their case reports.

Officers shall refrain from writing, typing, or placing information on any part of the suspect rights forms except designated areas.

When suspect's rights have been administered and refused, the rights form shall be completed with "Refused" typed or printed in the suspect's signature blank, unless the refusal is captured on video which will suffice.

Completed suspect rights forms shall be placed and retained with the case report file as evidence.

600.5.1 INTERROGATION

If they are in custody but not being questioned regarding a criminal act, they need not be advised of their rights.

Custody shall be defined as the inability, whether perceived or real, to move about or leave Police presence at any time.

West Lafayette Police Department

Policy Manual

Investigation and Prosecution

Custody shall be, but not limited to, handcuffs, locked squad cars, detention rooms, jail cells, blocked egress, Police control, etc.

600.5.2 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any felony offense shall be recorded (audio and video) in its entirety, unless it is an exception pursuant to Indiana Rules of Court Evidence, Rule 617. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Criminal Investigation supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews.

600.5.3 RECORDINGS

Suspects need not be told they are being recorded electronically.

In the event that a suspect refuses to be recorded but agrees to talk otherwise, officers should record the refusal from the suspect on a standard statement form or capture the agreement on video.

For the purpose of this policy, a place of detention means a jail, law enforcement agency station house, or any other stationary or mobile building owned or operated by a law enforcement agency at which persons are detained in connection with investigations.

An electronic recording is an audio-video recording that includes the image and voice of the suspect in addition to the voice of the interrogating officer at a minimum.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.
- (b) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

West Lafayette Police Department

Policy Manual

Investigation and Prosecution

- (c) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.
- (d) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (e) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic or Family Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in I.C. § 35-42-4-1 et. seq.

601.2 POLICY

It is the policy of the West Lafayette Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.

601.4 INVESTIGATION AND REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.4.1 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call the victim makes to the Dispatch Center, should be the health and safety of the victim, the preservation

West Lafayette Police Department

Policy Manual

Sexual Assault Investigations

of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

Victims are often reluctant or embarrassed to discuss details. Recanting or changing one or more aspects of a prior statement is not necessarily an indication of false reporting or that the case is unfounded. If the responding officer has reason to believe the incident may be without merit, he/she should document the evidence and inconsistencies. Due to physical and emotional trauma, and the myths and stereotypes associated with sexual assault, inconsistencies in the victim's report are not uncommon. No opinions of whether the case is unfounded shall be included in the report.

An officer may not require a victim to submit to a polygraph or other truth telling device examination (I.C. § 35-37-4.5-2). An officer may not refuse to investigate, charge or prosecute a sexual assault offense solely because the victim has not submitted to a polygraph or other truth telling device examination (I.C. § 35-37-4.5-3).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.4.2 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, it is critical to the investigation that a urine sample from the victim be collected by a medical professional.

If resources allow, kits or biological evidence from all rape cases, including cases where the suspect is known by the victim, should be submitted for biological testing. The result and the case information should be entered into state and national registries in a timely manner.

Victims who choose not to file a police report may desire to provide an anonymous rape kit. In these circumstances the rape kit shall be completed and stored according to I.C. § 16-21-8-10.

All evidence shall be transmitted in a timely manner to the proper forensics lab for processing all relevant biological evidence.

Within 48 hours of receiving notification that a sample has been collected, officers shall receive the sample and secure the sample in accordance with the Property and Evidence Section Policy (I.C. § 16-21-8-10).

West Lafayette Police Department

Policy Manual

Sexual Assault Investigations

601.4.3 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigation supervisor.

Classification of a rape case as unfounded requires the Criminal Investigation supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence to support the recanted information before the case should be determined as unfounded.

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the West Lafayette Police Department seizes property for forfeiture or when the West Lafayette Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - Property that may be subject to forfeiture includes (I.C. § 34-24-1-1):

- (a) A vehicle used or intended for use to transport or facilitate the transportation of:
 - 1. A controlled substance used to commit specific offenses (I.C. § 35-48-4-1 et seq.)
 - 2. Stolen or converted property if the retail or repurchase value of that property is \$100 or more (I.C. § 35-43-4-2; I.C. § 35-43-4-3).
 - 3. Hazardous waste in violation of I.C. § 13-30-10-1.5.
 - 4. A bomb or weapon of mass destruction used to commit or attempt an act of terrorism
- (b) Money, weapons, cell phones or other property used to commit, attempt to commit or conspire to commit an act of terrorism (I.C. § 35-48-4-1 et seq.).
- (c) Money, weapons, cell phones or other property used as consideration for a violation of certain offenses relating to controlled substances (I.C. § 35-48-4-1 et seq.).
- (d) Real or personal property purchased with money that is traceable as a proceed of a violation of a criminal statute.
- (e) A vehicle that is used to commit, attempt to commit or conspire to commit murder, kidnapping, criminal confinement, rape, child molesting, child exploitation or terrorism.
- (f) Real property owned by a person who has used it to commit a specified Level 1, Level 2, Level 3, Level 4 or Level 5 felony involving controlled substance offenses.
- (g) Equipment and recordings used by a person to commit credit card fraud in violation of I.C. § 35-43-5-4(10).

West Lafayette Police Department

Policy Manual

Asset Forfeiture

- (h) "Bootlegged" recordings sold, rented, transported, or possessed in violation of I.C. § 24-4-10-4.
- (i) Property or an enterprise that is the object of a corrupt business influence in violation of I.C. § 35-45-6-2.
- (j) Unlawful telecommunications devices and plans, instructions or publications used to commit an unauthorized use of telecommunications services (I.C. § 35-45-13-6; I.C. § 35-45-13-7).
- (k) Equipment, including computer equipment and cellular telephones, used for or intended for use in preparing, photographing, recording, videotaping, digitizing, printing, copying or disseminating matter in violation of specific sex crimes (I.C. § 35-42-4-1 et seq.).
- (l) Destructive devices used, possessed, transported or sold in violation of I.C. § 35-47.5-5-2.
- (m) Tobacco products that are sold or attempted to be sold in violation of I.C. § 24-3-5-0.1, et seq.
- (n) Property used by a person to commit counterfeiting or forgery (I.C. § 35-43-5-2).
- (o) Property used or intended to be used to commit, facilitate or promote the commission of a prescription drug offense or facilitate such an offense and where there has been a conviction (I.C. § 25-26-14-26(b)).
- (p) A vehicle operated by the owner or spouse of the owner while intoxicated or with suspended driving privileges after being convicted of two or more related offenses within the previous five years.
- (q) Real or personal property used or intended to be used to commit or derived from fraud related to funeral or cemetery services.
- (r) An automated sales suppression device or phantom-ware related to cash register fraud.
- (s) Real or personal property, including a vehicle, used or intended to be used to commit, facilitate or escape from a violation of human trafficking (I.C. § 35-42-3.5-1) or promoting prostitution (I.C. § 35-45-4-4).

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The West Lafayette Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

It is the policy of the West Lafayette Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

West Lafayette Police Department

Policy Manual

Asset Forfeiture

602.3 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) Complete and submit a case report to the prosecutor for review.

The officer will book seized property as evidence.

Photographs shall be taken of items seized, particularly cash, jewelry and other valuable items.

602.4 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine whether the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.
- (e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.5 DISPOSITION OF FORFEITED PROPERTY

Court orders may permit the West Lafayette Police Department to use the forfeited property for up to three years and then be put up for public sale. No property shall be used in any way or kept longer than allowed by any associated court order (I.C. § 34-24-1-4).

Federal forfeiture funds received by the West Lafayette Police Department are required to be deposited in a non-reverting fund and expended only with proper approval (I.C. § 34-24-1-9).

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the West Lafayette Police Department for law enforcement purposes.

603.2 POLICY

The West Lafayette Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 18 is prohibited.

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Commander, Narcotics Unit supervisor or their authorized designees.
 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the West Lafayette Police Department, and that they shall not represent themselves as such.

West Lafayette Police Department

Policy Manual

Informants

- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer.
- (f) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (g) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in the informants file..

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents

West Lafayette Police Department

Policy Manual

Informants

that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Narcotics Unit. The Narcotics Unit supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police,Narcotics Unit supervisor or their authorized designees.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The West Lafayette Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

West Lafayette Police Department

Policy Manual

Eyewitness Identification

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.5 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.6 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 1. The length of time the witness observed the suspect.
 2. The distance between the witness and the suspect.
 3. Whether the witness could view the suspect's face.
 4. The quality of the lighting when the suspect was observed by the witness.
 5. Whether there were distracting noises or activity during the observation.
 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

West Lafayette Police Department

Policy Manual

Eyewitness Identification

- (f) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

604.7 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report.

Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information - Information known or possessed by the West Lafayette Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The West Lafayette Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the West Lafayette Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

West Lafayette Police Department

Policy Manual

Brady Information

605.4 BRADY PROCESS

The Captain of Special Services will coordinate requests for *Brady* information.

The responsibilities of the coordinator include, but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply :

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of *Brady* information in the member's personnel file.
- (b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in camera review by the court.
 - 1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

West Lafayette Police Department
Policy Manual

Brady Information

605.7 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY

It is the policy of the West Lafayette Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney.

606.3.1 SEARCH WARRANT SERVICE

Once signed, the warrant should be served as soon and as safely as possible.

A search warrant is valid for ten days after it is signed by a Judge/Magistrate. However, search warrants are often issued based on information that can become “stale”. In these instances, officers should attempt to serve warrants before the information becomes stale. If this is not possible, the warrant will be returned appreciable delay between the occurrence of the circumstances that create probable cause and the time a warrant is issued or served, the facts supporting the probable cause determination may become stale, in that, although the alleged facts may have once supported a probable cause determination, presently, they may not. Staleness is judged on the facts and circumstances of each case. The length of time between the occurrence of the illegal act and the issuance of a warrant is more likely to be a factor with an isolated crime and is less significant with regard to ongoing crimes.

606.3.2 SEARCH WARRANT SERVICE

Officers will announce themselves as police officers and knock at the main entrance to the location unless exigent circumstances exist for an immediate or “no knock entry”.

When an officer is seeking a search warrant, and the officer feels that a “no knock entry” is justified when serving the search warrant, the officer must document his/her justification for the “no knock

West Lafayette Police Department

Policy Manual

Warrant Service

entry" in the accompanying affidavit of probable cause. The Judge/Magistrate issuing the search warrant will determine if a "no knock entry" is justified. This does not apply if an officer has already obtained a search warrant, and prior to executing the search warrant, the officer obtains or becomes aware of new information or other circumstances arise where the officer feels justified in making a "no knock entry". These instances will be authorized by the commanding officer on scene. Failure to follow this policy can result in the suppression of evidence and civil liability for the officers involved.

Once inside the location the warrant will be read out loud to the occupant(s). If no one is at the location, the warrant will still be read out loud.

Once the warrant has been read the residence or scene will be video recorded or photographed prior to removing any evidence.

In the case of the occupants being home a copy of the warrant will be left with the homeowner/resident. If the homeowner/residents are not present during the search a copy of the warrant will be left in a highly visible location inside the residence.

The original warrant will have the date, time warrant served, time search concluded and the signature of the serving officer on it.

The shift commander will determine if an evidence technician should be called to the scene to process all evidence.

606.4 RECORDING AND ENTRY OF ARREST WARRANTS

Arrest warrants received from the Prosecuting Attorney's Office or a judicial court will be recorded with the Tippecanoe County Sheriff's Department.

Upon the receipt of the arrest warrant the information on the warrant will be checked for its accuracy (Name, DOB, Identifiers). It will also be checked to assure that it has been signed and stamped by the issuing court and has a valid expiration date.

- a) The Dispatcher at the time of receipt of the warrant will check the document for the above mentioned accuracy.
- b) Dispatch will run a III/CHRI on the wanted person to check their criminal history background.
- c) Dispatch will enter the warrant into IDACS and/or NCIC and Records will enter into RMS.
- d) Records will place a copy of the warrant in the "new warrants" folder for roll call. (We no longer utilize a warrant list..., we now use this folder method, located atop the shift boxes.)
- e) Dispatch will complete warrant information sheet and file in warrant box.

606.5 ARREST WARRANT SERVICE

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should consult with their shift commander.

West Lafayette Police Department

Policy Manual

Warrant Service

If the warrant is classified as high risk, service will be coordinated by the Deputy Chief of Police. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Once a West Lafayette warrant has been served it is the responsibility of the dispatch center to remove the served arrest warrant from NCIC/IDACS.

606.5.1 WANTED PERSON LOCATED

Once a person who is wanted on warrant is located the officer must verify the identification of the person and then check to assure that it matches with the information on the warrant.

- a) Once a match is made the warrant will be read to the person in its entirety aloud in the person's presence. The warrant will be dated and signed by the officer that read the warrant.
- b) The person will then be processed as per departmental policy.
- c) The person will then be transported to TCJ and incarcerated.

The original warrant will be taken to TCJ with the suspect and turned over to the TCJ intake staff.

606.5.2 REPORTING REQUIREMENTS

If the warrant served was a West Lafayette warrant a supplement will be added to the original case report. A copy of the warrant will be placed with the case.

- a) If no original case report is on file (i.e.: Check Deception) a new case will be initiated.

If the warrant served was a warrant from another agency a new case will be initiated for documentation.

606.5.3 USING ARREST WARRANTS AS SEARCH WARRANTS

A. Reasonable Belief must be present:

1. Officers must have reasonable belief that the person listed on the warrant is present at the residence. Reasonable belief may be established by the use of independent witness's statements, officer's observations, vehicle in driveway, and other means.
2. The officer MUST have a reasonable belief that the person is home prior to making entry.

B. The arrest warrant doubles as a search warrant.

1. A valid arrest warrant for a person is the same as a search warrant for the body of that same person.
2. The address to be searched must be the same address listed on the warrant and officer must have established reasonable belief that the person is present and refusing to answer the door or come to the door.

West Lafayette Police Department

Policy Manual

Warrant Service

3. Officers may only search for the body of the wanted, and may only search areas that the wanted person could reasonably hide or be located.
4. The West Lafayette Police Department will only use this procedure, minus exigent circumstances or hot pursuit, for VIOLENT MISDEMEANOR WARRANTS, O.W.I., AND ANY FELONY WARRANTS.

The West Lafayette Police Department will not force a door open to effect such a search unless the officers have observed the subject in the residence themselves or if hot pursuit or exigent circumstances are present.

606.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

606.7 HIGH-RISK WARRANT SERVICE

The Deputy Chief of Police or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

West Lafayette Police Department

Policy Manual

Warrant Service

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults.
- (g) A copy of the search warrant is left at the location.
- (h) The condition of the property is documented with video recording or photographs after the search.

606.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than the next working day.

606.10 OTHER AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Deputy Chief of Police will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members

West Lafayette Police Department

Policy Manual

Warrant Service

- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Deputy Chief of Police. The Deputy Chief of Police should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Deputy Chief of Police should ensure that members of the West Lafayette Police Department are utilized appropriately. Any concerns regarding the requested use of West Lafayette Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Deputy Chief of Police is unavailable, the Captain of Patrol should assume this role.

If officers intend to serve a warrant outside West Lafayette Police Department jurisdiction, the Deputy Chief of Police should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the West Lafayette Police Department when assisting outside agencies or serving a warrant outside West Lafayette Police Department jurisdiction.

606.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

606.12 TRAINING

The Training Officer should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Digital Photography

607.1 DIGITAL PHOTOGRAPHY

607.1.1 PURPOSE

This order establishes department guidelines for using digital photography.

607.1.2 POLICY

This department recognizes the use and value of digital photography in recording and documenting items to be used for investigatory purposes. Digital photography can be used as part of the overall method to document cases.

607.2 THE ORDER

A. Digital photography should be used as the primary method to record crime scenes and evidence.

1. When documenting major cases including but not limited to felony batteries, personal injury crashes, death scenes, search warrants, etc., digital photography should be used along with digital video recording and other available photographic equipment.

B. When digital photography is used the following procedure should be used unless circumstances dictate otherwise.

1. Officers should verify that the date and time of the camera is correct. If the date and time is incorrect the officer should make the correction according to the operation instructions for the camera.

2. Officers shall verify that sufficient battery power exists or replace the batteries prior to the cameras use.

3. Prior to taking photos on scene, officers should verify that the SD card in the camera contains no images and should then format the card according to the camera's instructions.

4. No photographs shall be deleted from the camera. All images, regardless of quality, must remain present.

5. Officers should submit the digital photos into evidence as soon as practical.

West Lafayette Police Department
Policy Manual

Chapter 7 - Equipment

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property or department-owned property is damaged or lost.

700.2 POLICY

Members of the West Lafayette Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly reported to the officers supervisor.

700.3 DEPARTMENT-ISSUED PROPERTY

All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

- (a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment.
 - 1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.
 - 2. A review by command staff should determine whether additional action is appropriate.
- (b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.
- (c) department use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

West Lafayette Police Department

Policy Manual

Department-Owned and Personal Property

700.3.2 PROPERTY COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee should appoint a member who is responsible for developing procedures that include:

- (a) Developing and maintaining appropriate forms, checklists and logs to document property issuance, returns, inspections and inventories.
- (b) Conducting department property and equipment including inspections and inventories at least annually.
- (c) Maintaining accurate inventory and control records.

700.3.3 LOST OR DAMAGED PROPERTY

When Department equipment (including individually issued or assigned equipment) is lost or damaged, a case report shall be completed by the individual using that equipment, and shall then be submitted to their Division Commander through their Shift Commander.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty is done so at the members own risk.

The Department will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through their chain of command.

Commander

Uniform Standards

701.1 UNIFORM STANDARDS

701.1.1 PURPOSE

The purpose of this policy is to ensure uniformity in appearance of uniformed personnel, as well as a professional appearance of all non-uniformed personnel.

701.1.2 POLICY

In order to portray a positive, competent image, all sworn and non-sworn personnel shall be required to maintain their uniform/duty attire, as well as any other additional equipment they are issued in a neat, clean and functional order.

Note: The current approved uniform is manufactured by Blauer. To assist officers with the proper wearing of the uniform and duty gear, please see attached guide.

See attachment: [WLPD Uniform Guide 2016.pdf](#)

701.2 THE ORDER

Officers and uniformed civilian personnel shall never appear in partial uniform either on or off duty.

If the Officer or uniformed civilian personnel appears in public in full uniform, he/she shall be considered as ON DUTY and subject to all Policies and Rules of Conduct of the Department.

701.3 UNIFORMED PERSONNEL

All uniformed personnel shall wear long sleeve uniform shirts for all classes of uniforms between November 15 and March 15 unless otherwise approved by the Chief of Police.

701.3.1 CLASS "A" UNIFORMS OR FULL CLASS A DRESS

Officers may wear either navy blue polyester or wool blend uniform shirts. Navy blue polyester or wool blend style pants without cargo (BDU) style pockets shall be worn with class "A" uniforms. Any class "A" uniform shirt will have the following:

(1) Collar Pins: Patrol Officers "WLPD" pins to be worn perpendicular and $\frac{1}{2}$ " to the leading edge (front edge). It shall be centered halfway between the top and the bottom edge of the collar.

The collar pins are made by Blackinton and are 3/8 inch polished silver. Staff Officers (rank of Sergeant and above) shall wear their respective rank identification pins as described above.

(2) All class "A" uniforms shall have all "P" buttons in place of the standard black buttons. Non ranking officers "P" buttons shall be silver in color while ranking officers "P" buttons shall be gold in color.

(3) Approved meritorious and achievement pins shall be worn above the right shirt pocket.

West Lafayette Police Department

Policy Manual

Uniform Standards

- (4) Name Tag: Name tag shall be worn on the right shirt pocket tab just above the shirt button. Name tag is made by Blackinton and measures $\frac{1}{2}$ inch wide by $2 \frac{1}{4}$ inch in length. The pin shall be polished, clutch back style and have black lettering. Officers shall wear polished silver while staff officers shall wear polished gold.
- (5) Breast Badge: Breast Badge shall be worn just above the left shirt pocket.
- (6) Shoulder Patch: Shoulder patch shall be worn on both sleeves $\frac{1}{2}$ " down from top of sleeve seam centered on sleeve crease.
- (7) Sergeant Chevrons (Arm patches): Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on Summer and Winter shirts, jackets, and coats (excluding the authorized leather coat). The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing toward the shoulder patch. They shall be centered $\frac{1}{4}$ " below and aligned with the shoulder patch. Exception for the Summer Shirts: Due to variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than $\frac{1}{4}$ " from the shoulder patch in order to fit the sleeve.
- (8) Duty Belt: Officers shall only wear plain black leather Clarino (Hi-Gloss) duty belt with standard equipment. Nylon duty belts shall not be worn with class "A" uniforms.
- (9) Neck Tie: Officers shall wear a navy blue clip-on or Velcro break away neck tie when wearing a full class "A" long sleeve uniform shirt. The neck tie will not be worn with a short sleeve class "A" uniform shirt. Solid tie bar shall be worn with neck tie.

Class "A" Option 2 Uniform-Long Sleeve

1. The class A2 uniform shall consist of all the above minus the neck tie. Officers will wear the shirt open collared with a black mock turtle neck exposed.

Class "A" Option 3 Uniform- Summer Shirt

1. The class A3 uniform shall consist of the prescribed short sleeve uniform shirt (see guide) with all the above. The shirt shall be worn open collar with a black t-shirt. The summer Class A shirt shall only be worn during the approved months.

Officers are strongly encouraged to wear one of the three Class A dress when attending court or any formal functions.

701.3.2 CLASS "B" UNIFORMS-REGULAR DUTY WEAR

Officers may wear either long or short sleeve navy blue polyester uniform shirts with black buttons or polyester wool blend with black buttons. Navy blue polyester or wool blend style pants with or without cargo pockets are to be worn. Officers are not allowed to wear a mix of polyester shirt or pants with a cotton blend or Wool blend shirt or pants.

West Lafayette Police Department

Policy Manual

Uniform Standards

The approved external vest carrier is the Blauer Armorskin vest carrier in either polyester or wool blend, navy blue in color. There will be NO wearing of mixed materials.

- (1) An actual breast badge (no patch badge) and an actual name tag (engraved metal) shall be worn on the external vest carrier.
- (2) The external vest carrier may not be used as a load bearing vest. No radio holders, carabiners, magazine pouches, etc. shall be attached to it.
- (3) The external vest carrier shall be laundered in a reasonable time when appearing soiled or dirty to maintain a clean, pressed, and professional uniform appearance.
- (4) The approved matching shirt for the external vest carrier is the Blauer Base shirt.
- (5) No Polo shirt or BDU shirt shall be worn with the external vest carrier.
- (6) Officers (rank of Sergeant and above) will place the rank designation pins parallel and $\frac{1}{2}$ " to the leading edge (front edge) of the collar. It shall be centered halfway between the top and bottom edge of the collar.
- (7) Shoulder Patch: The Shoulder Patch shall be worn on both sleeves $\frac{1}{2}$ " down from the top of sleeve seam, centered on sleeve crease.
- (8) Breast Badge: The Breast Badge shall be located directly above the left pocket.
- (9) Name Tag: The Officer Name Tag shall be worn on the right pocket tab.
- (10) Sergeant Chevrons: Due to the variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than $\frac{1}{4}$ " from the shoulder patch in order to fit on the sleeve.
- (11) A black t-shirt shall be worn under the short sleeve uniform shirt. Officers may wear either a black mock turtle neck or a black t-shirt under their long sleeve uniform shirt. The collar of the t-shirt MUST look crisp and clean in order to maintain a professional uniform look.
- (12) Duty Belt: Officers may wear either a plain leather Clarino or Bianchi Accumold nylon duty belt with the standard class B uniform.
- (13) Neck Tie: Neck ties will not be worn with class "B" uniforms.
- (14) Approved meritorious and achievement pins may be worn above the right shirt pocket.

701.3.3 CLASS "C" UNIFORMS

Officers may wear an Polo shirt. The approved polo shirt is navy blue in color and made by Elbeco. The polo shirt shall contain a sewn on badge with the officers rank along with POLICE embroidered on the back of the shirt. The embroidered color shall match the color of badge the officer wears. The shirt will also contain shoulder patches, affixed in the same manner as all other uniform shirts. Officers shall only wear navy blue polyester style pants with cargo (BDU) pockets with class "C" uniforms. Officers shall wear a black t-shirt under the polo.

Class "C" uniforms shall only be worn from April 1st through October 31st.

West Lafayette Police Department

Policy Manual

Uniform Standards

SRT/SWAT Uniforms are considered class "C" uniforms and may be worn only during such callouts or otherwise approved by the Chief of Police.

701.3.4 MOTORCYCLE OFFICERS

1. Helmet: The department furnished helmet will be worn and the chin strap must be fastened at all times the motorcycle is in motion.
2. Uniform Shirt: Motorcycle officers will wear department issued uniform shirts according to season as dictated in policy
3. Motorcycle Pants: Motorcycle Officers will wear department approved uniform pants or department issued motorcycle pants.
4. Jacket: The department issued motorcycle jacket may be worn while on duty.
5. Gun Belt: The web style duty belt is worn by officers in the motorcycle unit.
6. Gloves: Officers shall choose gloves that are black in color and of a type approved by their immediate supervisor.
7. Boots: Motorcycle officers shall wear boots of a type approved by the Chief of Police.
8. Uniform exceptions will be made for the purpose of training.

701.4 MISCELLANEOUS

701.4.1 FOOTWEAR

Only black smooth leather, round toe with a polish-able style shoe may be worn. Tennis shoes, western boots, jogging type shoes are not permitted.

701.4.2 HEADWEAR

- Black straw campaign hat with badge and braid is to be worn 1 ½" above the eyebrow canted to the front. 2. Sock hats are permitted only during inclement weather and are to be worn only with class "B" and "C" uniforms.
- Sock hats will not be worn with class "A" uniforms.
- Baseball style hats are not permitted.
- Black helmet with face shield (limited use).

701.4.3 OUTERWEAR

- With the exception of leather jackets and rain coats, all ranking officers shall have their respective rank designation affixed within the appropriate location.
- Officers are authorized to wear the current issued Blauer jackets as well as black leather jackets. The Force/North Face model HS3342 jacket, or the approved Propper fleece jacket.

West Lafayette Police Department

Policy Manual

Uniform Standards

701.4.4 DUTY BELTS

Duty belt and accessories holders are to be of black Clarino (Hi-Gloss) or Bianchi Accumold and shall not be interchanged.

701.4.5 SERGEANT CHEVRONS (BY SERGEANTS ONLY)

Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on long and short sleeve shirts, jackets and coats (excluding the authorized leather coat).

The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing towards the shoulder patch, center $\frac{1}{4}$ " below and aligned with the shoulder patch.

701.4.6 HASH MARKS (OPTIONAL)

Service Stripes are to be worn on the left sleeve 2" above the back edge of cuff without outside edge bars touching the crease with bars running parallel to cuff. (color: Gray with black edge)

701.5 NON UNIFORMED PERSONNEL

Investigators/Staff/School Attendance: While this section mainly addresses Investigators, this section shall also apply to Officers when on duty out of uniform, and officers attending training out of uniform or on duty out of uniform.

- (1) Investigators will be required to maintain all equipment issued both as an Investigator, as well as that equipment issued to them as a uniformed Patrol Officer.
- (2) Each Investigator will be required to maintain a duty uniform of the season, complete with head gear, in the event that it would be necessary to be in uniform for duty.
- (3) Each Investigator will be required to utilize his/her duty assigned weapon as an Investigator and/or a weapon approved for use by the Chief of Police, first being duly qualified/certified to carry that particular weapon.
- (4) Each Investigator, while on duty, will be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.
 - a. Routine attire: Daily attire may consist of casual slacks (i.e.: dockers, hagger, etc), polo shirts or sport shirts. No casual shoes or tennis shoes are permitted.
 - b. Court details/Special events or assignments: Investigators will be required to wear business type suits, sports jacket and slacks, dress type shirt with tie, acceptable foot wear-dress shoes, foul weather outer coat suitable to a conservative appearance.
- (5) Each Investigator will be required to wear a belt attached badge clip-on type shield..
- (6) Each Investigator, as part of their respective uniform, will be in possession of hand cuffs, either available within their respective assigned vehicle or on their person.
- (7) Each investigator will maintain all other assigned equipment and utilize it accordingly (portable radio, OC spray, etc....).

West Lafayette Police Department
Policy Manual

Uniform Standards

701.6 CIVILIAN PERSONNEL

All civilian, non-uniformed personnel, while on duty shall be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.

701.6.1 FEMALE EMPLOYEE

Pants

- a. Jeans with no holes or threads showing
- b. Casual dress slacks
- c. Capri's may be worn in the summer

Tops/Blouses

- a. Casual dress shirt (Polo) or blouse (must cover the shoulders)
- b. Button up casual shirts long or short sleeve
- c. Sweatshirts with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

Foot wear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)
- c. Open toe sandals (no shower flip flops or like shoe)

701.6.2 MALE EMPLOYEE

Pants

- a. Jeans with no holes or threads showing
- b. Casual dress pants (Dockers/cargo pants)

Tops

- a. Casual dress shirt (polo style)
- b. Button up casual shirt long or short sleeve (tie optional)
- c. Sweatshirt with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

Foot wear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)

West Lafayette Police Department

Policy Manual

Uniform Standards

All clothing items worn to work must be neat and clean in appearance and in good repair.

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generally refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The West Lafayette Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under the Indiana Access to Public Records Act.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

702.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

702.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD for the member's use to facilitate on-duty performance. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

West Lafayette Police Department

Policy Manual

Personal Communication Devices

702.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (b) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (c) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, Indiana Access to Public Records Act retention and release obligations and internal investigations.

702.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (b) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (c) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

702.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

West Lafayette Police Department

Policy Manual

Personal Communication Devices

702.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted.

702.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Officers shall not use a PCD as a text messaging device to write, send or read a text message or an electronic message while operating a motor vehicle, unless the device is used in conjunction with hands-free or voice-operated technology or the device is being used to contact a 9-1-1 system (I.C. § 9-21-8-59).

Vehicle Maintenance

703.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

703.2 POLICY

The West Lafayette Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

703.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

703.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. A help ticket shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

703.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable. Any damage to a department vehicle shall be immediately reported to the officers supervisor.

703.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

703.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

703.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

703.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- Emergency road flares
- Roll of crime scene barricade tape

West Lafayette Police Department

Policy Manual

Vehicle Maintenance

- First-aid kit and CPR mask
- Blanket
- Fire extinguisher
- Bloodborne pathogen kit, including protective gloves and a National Institute for Occupational Safety and Health (NIOSH) particulate respirator mask
- Hazardous materials emergency response handbook
- Digital camera
- Vehicle lock out kit
- Properly stocked active shooter go bag
- Patrol Rifle with sling and functioning weapon light
- Less Lethal Shotgun with sling attachment
- Leg shackles

703.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

703.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Members shall remove any trash or debris at the end of their shifts.

Vehicle Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of West Lafayette to provide assigned take-home vehicles.

704.2 POLICY

The West Lafayette Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

704.3 USE OF VEHICLES

704.3.1 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.3.2 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

Police vehicles should not be left running while unattended unless circumstances such as working an accident or temperatures below 20 degrees Fahrenheit exist. It does not take long for these

West Lafayette Police Department

Policy Manual

Vehicle Use

vehicles to warm in the winter or cool in the summer. Excessive running of the engines causes needless wear and tear on the vehicles, and unnecessary consumption of fuel.

704.3.3 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify the Dispatch Center. Use of the MDT is governed by the Mobile Data Terminal Policy.

704.3.4 VEHICLE LOCATION SYSTEM (AVL)

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor and create a help ticket documenting the need for repair.

All data captured by the system shall be retained in accordance with the established records retention schedule.

704.3.5 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle.

City vehicles will not be utilized to transport alcoholic beverages, unless the seized alcoholic beverage is evidence to be transported to Headquarters or in normal course of duty.

704.3.6 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

704.3.7 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before a vehicle is taken off property to be serviced.

704.3.8 TRANSPORTATION OF ITEMS

Large items and animals will not be transported in patrol vehicles.

704.3.9 OFF DUTY VEHICLE USE

Off duty officers shall be required to possess a department ID, badge and handgun while operating a department vehicle.

Off duty officers shall be dressed appropriately while operating a department vehicle. No flip flops, tank tops or shirts with offensive language.

West Lafayette Police Department

Policy Manual

Vehicle Use

704.3.10 SEATBELT USE

Officers shall wear a seatbelt while operating a department vehicle.

704.3.11 MOBILE RADIO

Officers shall possess a mobile radio, which will be in operation while the vehicle is in use.

704.3.12 BIO HAZARDS

If blood or body fluids are found in or on the car, the biohazard placard should be placed on both key locks of the car doors. The "deadlined" tag should be placed on the keyboard and a detailed memo should be left for the SSB Captain and Maintenance Technician. Officers should attempt to clean as much of the biohazard up as they can by using the appropriate PPE's and biohazard bag. Arrangements will then be made to have the car professionally cleaned.

704.3.13 PREPARING VEHICLES FOR ONCOMING SHIFT

In the event that snow, ice, or frost accumulates on the unused police vehicles, it is the responsibility of the off-going shift commander to insure that vehicles to be used by the oncoming shift are warmed, ready to operate, and free from snow, ice, or frost on the windshields. When clearing the windshields, use the snow/ice brushes provided. Do not use the windshield wipers to clear frozen material on the windshield due to the fact that this damages the wiper blades.

704.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

704.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

704.4.2 TAKE HOME VEHICLES

Assignment of take-home vehicles shall be based on the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the City of West Lafayette is a prime consideration for assignment of a take-home vehicle.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

West Lafayette Police Department

Policy Manual

Vehicle Use

Personnel assigned take-home vehicles will not drive the vehicle outside Tippecanoe County unless authorized by the Chief of Police or his/her designee.

704.4.3 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the West Lafayette Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers shall not arrest or issue a traffic information and summons to a person unless the officer is (I.C. § 9-30-2-2):

- (a) In uniform.
- (b) Operating a vehicle that is clearly marked a police vehicle.
- (c) Accompanied by a uniformed officer.

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

704.4.4 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (d) All weapons shall be removed from any vehicle left for maintenance.
- (e) Supervisors shall make regular inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

704.5 REQUIRED EQUIPMENT

The following equipment are required of all vehicles within the patrol division:

30 extra rounds of 40 cal. ammunition

56 extra rounds of 5.56 ammunition

West Lafayette Police Department

Policy Manual

Vehicle Use

1 pair side cuts
1 35 mph and 1 80 mph radar tuning fork.
1 digital camera
1 sealed fire extinguisher
1 blanket.
1 windshield scraper
1 broom
12 fusees
1 roll barricade tape
1 CPR resuscitation kit
3 Stop Sticks with reel and line
1 Remington 870 12 ga. shotgun with 4 less lethal rounds.
Reflective traffic vest
3 Flex cuffs
First Aid Kit

704.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall immediately notify their shift commander.

1. All Damage to any patrol vehicle shall be documented during the same shift it was discovered/occurred.
2. If the damage is a result of a crash, a crash report will be completed.
 - a. See policy "Traffic Accidents" in chapter five for further details.
3. If the damage is a result of an action other than a vehicle crash the shift commander will dictate if a case report is necessary.

In all cases, the shift commander shall send an email to the Captain of Special Services and Maintenance Technician notifying them of the damage/incident. If a case report was generated to document the damage, the shift commander shall also place a copy of the case report in the mailbox for the Captain of Special Services as well as the Maintenance Technician.

Cash Handling, Security and Management

705.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

705.2 POLICY

It is the policy of the West Lafayette Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

705.3 PETTY CASH FUNDS

The petty cash account shall be maintained in the Records Division, and the Captain of Special Services shall be responsible for the accounting and reporting of the money in this account.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

705.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

705.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year, by the Chief of Police or the City.

West Lafayette Police Department

Policy Manual

Cash Handling, Security and Management

705.6 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., Property/Evidence Managers, the Narcotics Unit supervisor, those who accept payment for department services) will discharge those duties in accordance with the procedures established for those tasks (see the Property and Evidence Section and Informants policies).

705.7 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Department Credit Cards

706.1 DEPARTMENT CREDIT CARDS

I. Purpose: The purpose of this policy is to set guidelines for control and accountability of the department's credit cards.

II. Policy: The department credit cards shall be maintained by the Chief of Police and his designee(s). Other department personnel who are assigned to travel or attend training outside of the department or otherwise authorized by the Chief to make purchases on behalf of the department may utilize the department credit card.

III. The Order:

A. The Credit Cards should only be used with the approval of the Chief of Police or his designee.

1. All receipts shall be itemized, saved and turned in to the Office Manager.

2. The credit cards shall not be used to pay for items or services that the department would not normally reimburse the officer for. If inappropriate items or services are charged to the credit card, the employee shall reimburse the city. If the employee fails to reimburse the city, the city shall garnish the employee's wages for reimbursement.

3. The Chief of Police shall be notified immediately if a credit card is lost or stolen. If a credit card is lost, due to negligence on the part of the employee, the employee shall be responsible for any and all expenses incurred.

Support Car Program

707.1 SUPPORT CAR PROGRAM

I. Purpose: More officers who live in the jurisdiction they serve tend to develop better relationships with the community and the public. Officers living in the city they police have a better understanding of community issues, and will take greater ownership in addressing those issues .

The Police Department encourages officers to live inside the city and will offer incentives to influence the officer's choice in housing .

II. Policy: The purpose of this policy is to establish guidelines for issuance of marked squad cars to officers who choose to live within the city we serve .

III. Procedure:

A. Eligible Employees: Any full-time sworn officer who has completed the probationary period and purchases a home within the City of West Lafayette.

B. Officers who purchase a home in the city will be issued a marked squad car to be used in accordance with established department guidelines for take home vehicles

C. Vehicles will be issued to officers in the normal yearly rotation of fleet vehicles as soon as possible, after they have moved into the purchased home.

D. Patrol Officers who have been issued a vehicle under this policy will forfeit the vehicle if they move outside the city limits .

Police Utility Knives

708.1 POLICE UTILITY KNIVES

708.1.1 PURPOSE

The purpose of this policy is to establish guidelines for the selection, maintenance, carry, safe handling, and proper use of the police utility knives.

708.1.2 DEFINITIONS

Police Utility Knife: In the present context, there are two types of knives which can be categorized as a police utility knife: a fixed blade, with a fixed blade and fixed handle, and a folding blade knife in which the blade mechanically folds into the handle. The folding knife is commonly referred to as a pocketknife

708.1.3 POLICY

It is the policy of the West Lafayette Police Department to provide guidelines on the selection of departmentally approved police duty knives, knives an officer may carry, and how and when knives may be carried and used in order to increase officer and public safety and further reduce department liability.

708.2 THE ORDER

708.2.1 AUTHORIZED USE

The West Lafayette Police Department recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Officers may carry police utility knives as authorized by this policy and consistent with their duty assignment.

The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances requiring use of deadly force as outlined in policy

708.2.2 AUTHORIZED BLADES AND CARRY REQUIREMENTS

Officers may carry a utility knife of such quality and design to withstand the rigors and job responsibilities of their assignment as determined by their commanding officer or unit supervisor.

Police utility 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 the least obtrusive manner possible, whether the officer is on or off duty, and consistent with the officer's duty assignment or tactical deployment.

Folding blades: Folding blade utility knives shall be constructed to a standard which meets the demands of work assignments as defined by departmental policy. The cutting edge of such knives shall not exceed four and one-half inches in length as measured from blade tip to handle, unless authorized by the Chief of Police.

West Lafayette Police Department

Policy Manual

Police Utility Knives

Fixed blades: Officers may carry an approved fixed blade on either load-bearing equipment in a secured manner or in any other manner consistent with job assignments and officer safety and deemed appropriate by supervisory or command personnel. The cutting edge of such instruments may not exceed eight inches in length measured from tip to handle and must be secured in either a scabbard or other fastening device to ensure officer safety, retention, and carried in the least obtrusive manner possible. Fixed blades shall not be exposed.

708.2.3 COMPLIANCE AND SAFE HANDLING

Compliance: All duty knives carried by department personnel shall comply with state law unless waived by law for police use. Additionally, all duty knives and methods of carry and concealment shall be subject to the approval of designated supervisory or command personnel.

Safe handling: Officers shall handle the police utility knife in an appropriate and safe manner so as to ensure the safety of themselves, their fellow officers, and the general public. Officers shall not exhibit or handle the knife in a careless or alarming manner.

The authorized user shall be responsible for maintenance, safe storage, and use of his or her police utility knife. Any on-duty injuries must be reported to a supervisor.

708.2.4 PROHIBITED USES

Authorized users shall not:

1. Display a knife in any offensive or threatening manner without legitimate operational justification.
2. Carry a knife in any manner other than clipped in a pocket or waistband, inside the pants or vest, in a department approved sheath, or in another manner approved by authorized command personnel consistent with duty requirements.
3. Display a blade in any event other than an authorized deployment situation.
4. Carry a knife while handling prisoners in a custodial facility, except when needed for rescue, suicide prevention, or other authorized purposes as determined by supervisory officers.
5. Carry a department-issued knife while in plainclothes or undercover where the discovery of such an issued utility knife would compromise officer safety. Prior supervisor notification should be made.

708.2.5 USES AS A WEAPON

The police utility knife is not intended for use as a weapon and officers are discouraged from using it in this capacity. However, it may be used in defensive or offensive capacities under exigent circumstances requiring use of deadly force as outlined in policy.

Emergency Siren Activation System (Tema Plan)

709.1 EMERGENCY SIREN ACTIVATION SYSTEM (TEMA PLAN)

709.1.1 PURPOSE

This order establishes the guidelines to activate the warning system, and what action to take during and after the activation.

709.1.2 POLICY

All department personnel will understand the reasons that warrant activation of the warning system. Contact TCPD to have sirens activated.

709.2 THE ORDER

709.2.1 CAUSE TO ACTIVATE THE SIRENS/WARNING SYSTEM

1. Notification from the US Weather Bureau of a Tornado Warning in Tippecanoe County.
2. A CONFIRMED sighting or evidence of SEVERE DAMAGE from a RELIABLE SOURCE as determined by the person in charge of the agency receiving such a report.
3. A CONFIRMED report of hazardous chemical or substance incident that could cause WIDE SPREAD danger.
4. Any CONFIRMED report of an attack, (nuclear or otherwise).
5. An actual Tornado need NOT be sighted if there is evidence that severe weather conditions exist that could cause severe damage, loss of life, or serious injury.

709.2.2 ACTIONS AFTER REQUESTING ACTIVATION

1. The requesting agency will notify the Tippecanoe County Police Department via direct phone line, (or radio, if phone service is disrupted).

Advise them of the request, the reason, the location of the event, and direction of travel if known.

2. The Tippecanoe County Police will relay the information via direct phone lines, (or radio, if phone service is disrupted), to all agencies in the area. EMA/CD first, Police Agencies second, and the Fire Agencies third.

3. The Public Information Officer will establish and maintain contact with the local Media Agencies and Emergency Services.

4. EMA/CD will decide when the "ALL CLEAR" should be given. The Sirens/Warning System will NOT be used for this purpose. The Public Information Officer will notify the local media agencies, and they will announce the "ALL CLEAR" to the public.

5. Any inquiries from the public should be directed by tuning in to the local media sources for information.

West Lafayette Police Department
Policy Manual

Emergency Siren Activation System (Tema Plan)

- a) (All building page). If an actual warning is in effect: Announce, "THE EMERGENCY WARNING SYSTEM HAS BEEN ACTIVATED. ALL PERSONS IN THE BUILDING SHOULD IMMEDIATELY SEEK SHELTER IN THE BASEMENT".
6. Notify the Captain of Patrol after activation of the siren for any emergency situation Do not contact for a test only of the system.

Night Vision Equipment

710.1 NIGHT VISION EQUIPMENT

710.1.1 PURPOSE

This Order relates to authorization, distribution, and use of Night Vision equipment.

710.1.2 POLICY

The department shall exercise strict control over the use of night vision equipment, and keep an accurate accounting of its use and return.

710.2 THE ORDER

710.2.1 SPECIAL SERVICES BUREAU RESPONSIBILITIES

Be responsible for:

- a) Maintaining equipment in working order.
- b) Recording all model and serial numbers for department inventory.
- c) Maintaining a record of warranties.
- d) Budgeting and maintenance contract costs estimates to be forwarded to Chief of Police.

710.2.2 STORAGE OF EQUIPMENT

The night vision equipment storage:

- a) Shall be stored in the patrol storage room at headquarters.
- b) Shall be properly signed out and back in by the officer using the equipment.

710.2.3 USE OF NIGHT VISION EQUIPMENT

1. Requests to check out Night Vision equipment shall be made to the Shift Commander or O.I.C.
 - a) Shift Commander or O.I.C. will verify that the equipment is properly signed out and back in.
 - b) Shift Commander or O.I.C. shall verify that the equipment is not damaged, and is functional at sign out and sign in.
 - c) The Shift Commander or O.I.C. will periodically check on the equipment to assure it is being operated in a professional manner, and is being used for the intended purpose.
2. Lost, stolen or damaged equipment shall be reported to the office of Chief of Police, and Captain of Special Services Bureau.
3. Use of Night Vision equipment by another agency component must be approved by Shift Command

Tint Meter Equipment

711.1 TINT METER EQUIPMENT

711.1.1 PURPOSE

This Order relates to the authorization and use of the tint meter.

711.1.2 POLICY

The Department shall exercise strict control over the use of the tint meter equipment.

711.2 THE ORDER

711.2.1 CAPTAIN OF PATROL RESPONSIBILITIES

Be responsible for:

- a) Maintaining equipment in working order.
- b) Recording all model and serial numbers for department inventory.
- c) Maintaining a record of warranties.

711.2.2 STORAGE OF TINT METER

Storage of equipment:

1. The tint meter equipment
 - a) Shall be stored in the patrol storage room at headquarters.

711.2.3 USE OF EQUIPMENT

1. Requests to use the tint meter equipment shall be made to the Shift Commander or O.I.C.
 - a) Shift Commander or O.I.C. will verify that the equipment is properly issued out and back in.
 - b) Shift Commander or O.I.C. shall verify that the equipment is not damaged and is functional at the time it is issued out and returned.
 - c) The Shift Commander or O.I.C. will periodically check on the equipment to assure it is being operated in a professional manner, and is being used for the intended purposes.
2. Lost, stolen, or damaged equipment shall be reported to the office of Chief of Police and Captain of Patrol.
3. Chief of Police, Deputy Chief, or Captain of Patrol must approve use of the tint meter equipment by another agency.

711.2.4 ENFORCEMENT

Enforcement:

1. Testing Procedure: Instrument must be checked for calibration using sample test standards prior to use and following each time the instrument is taken out.

West Lafayette Police Department

Policy Manual

Tint Meter Equipment

2. Appropriate vehicle windows will be tested for light transmittance and a reading of 25% or above in the visible light range will be passing.
3. Officers may use discretion as to issuing a warning or citation for a violation.

License Plate Reader (LPR)

712.1 LICENSE PLATE READER (LPR)

712.1.1 PURPOSE

The purpose of this policy is to provide members and staff with guidance on the application and use of license plate readers (LPR) and the management of LPR data.

712.1.2 POLICY

License plate readers have enhance the ability to effectively and efficiently manage parking operations. LPR can also assist in enhancing public safety by providing useful information in on-going criminal investigations. Members and staff will use LPRs in accordance with the procedures and guidelines set forth. Further, data captured from LPRs will be used properly and responsibly as defined herein.

712.1.3 GENERAL ADMINISTRATION

- a. LPRs will be used only by members who have been properly trained.
- b. LPR data will be accessed by staff who have been authorized by the Chief of Police for a legitimate law enforcement purpose.
- c. The Chief of Police will designate an LPR Program Administrator who will oversee access to the system and be responsible for the overall management of the LPR Program.

712.1.4 LPR DATA

- a. The LPR scans the license plate and vehicle. LPR does not photograph the driver or occupants of a vehicle.
- b. Access to LPR data will be limited to parking control enforcement and official police investigations.
- c. LPR data from all mobile, portable and fixed LPRs will be managed by NuPark, the parking management system contracted with the City of West Lafayette.
- d. All transactions and queries of the system are logged in the NuPark database and are subject to review at any time. Anyone found to misuse the system is subject to disciplinary action.
- e. LPR data will be transferred/uploaded on a daily basis by Neighborhood Resource Officers to the NuPark central server.
- f. LPR data will be maintained for 30 days or until a final disposition has been reached in the particular case. After the 30 day period the data will be purged from the server.
- g. LPR data that is flagged for appeals or investigations are not subject to the 30 day purge.

Personal Protective Equipment

713.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

713.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

713.2 POLICY

The West Lafayette Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

713.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

713.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95 and 620 I.A.C. 1-1-24.

713.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

West Lafayette Police Department

Policy Manual

Personal Protective Equipment

prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 29 CFR 1910.133 and 620 I.A.C. 1-1-1.

West Lafayette Police Department
Policy Manual

Chapter 8 - Support Services

Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the West Lafayette Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the West Lafayette Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

- Crime reports
- Field Interview
- Parole and probation records
- Activity records from the Dispatch Center
- Criminal Intelligence Section of the Indiana State Police
- Indiana Criminal Justice Institute

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

West Lafayette Police Department

Policy Manual

Crime Analysis

800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

In addition to internal distribution, the Deputy Chief should ensure that data and analysis is disseminated as needed to community stakeholders.

800.5.1 EXTERNAL DISTRIBUTION

The Criminal Investigation Commander should ensure that crime data and analysis is disseminated to other local agencies, community groups, or individuals, as appropriate.

The Dispatch Center

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Dispatch Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the West Lafayette Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between the Dispatch Center and department members in the field. The police department will have a certified IDACS operator on duty and in the radio room twenty-four hours a day.

801.3 THE DISPATCH CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Dispatch Center, its members and its equipment must be a high priority.

Access to the Dispatch Center shall be limited to the Dispatch Center members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 DISPATCH SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Dispatch Supervisor. The Dispatch Supervisor is directly responsible to the Captain of Patrol or the authorized designee.

The responsibilities of the Dispatch Supervisor include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Dispatch Center in coordination with other supervisors.
- (b) Scheduling and maintaining dispatcher time records.
- (c) Supervising, training and evaluating dispatchers.
- (d) Ensuring the radio and telephone recording system is operational.
 - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of the Dispatch Center information for release.
- (f) Maintaining the Dispatch Center database systems.
- (g) Maintaining and updating the Dispatch Center procedures manual.

West Lafayette Police Department

Policy Manual

The Dispatch Center

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
 2. Ensuring dispatcher compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

801.4.2 ADDITIONAL PROCEDURES

The Dispatch Supervisor should establish procedures to ensure:

- (a) Recording all telephone and radio communications and playback issues.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Availability of current information for dispatchers (e.g., Shift Supervisor contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (e) Assignment of field members and safety check intervals.
- (f) Emergency Medical Dispatch (EMD) instructions.
- (g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- (h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).
- (i) Protection of radio transmission lines, antennas and power sources for the Dispatch Center (e.g., security cameras, fences).
- (j) Handling misdirected, silent and hang-up calls.
- (k) Radio interoperability issues.

801.4.3 DISPATCHERS

The responsibilities of the dispatcher include, but are not limited to:

- (a) Receipt and handling of all incoming and transmitted communications, including:
 1. Emergency 9-1-1 lines.
 2. Business telephone lines.
 3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.

West Lafayette Police Department

Policy Manual

The Dispatch Center

4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 5. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through the Dispatch Center, department and other law enforcement database systems (e.g., Bureau of Motor Vehicles, National Crime Information Center, Indiana Data and Communications Center).
- (d) Monitoring department video surveillance systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Shift Supervisor or field supervisor of emergency activity.

Dispatchers will report to the Dispatch Supervisor

801.5 CALL HANDLING

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a Limited English Proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Dispatch Center, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

West Lafayette Police Department

Policy Manual

The Dispatch Center

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

See call specific communication procedures:

[See attachment: Communication Procedures.pdf](#)

801.5.1 E911 RESPONSE

I. Purpose: Provides Emergency Service for public/officer safety.

II. Policy: Department Personnel will understand the use and procedures of the Enhanced 911 System.

III. The Order:

A. When a 911 call is received, personnel will follow these guidelines:

1. Complete the call by pushing in the button on the activated line. Screen will display caller information. For Text to 911, generate a CAD sheet and enter call information.
2. Answer the call "911 what is your emergency"
3. Obtain necessary information and any medical problems promptly.
4. Verify information on screen and get directions to the location if unavailable on screen. Keep the subject on the telephone if necessary. Verify information for Text to 911. The nature of the complaint and the location must be collected by the dispatcher.
5. Dispatch appropriate agency: Police/Fire or Ambulance and advise them of the incident.
6. Text a confirmation to the complainant for Text to 911 to confirm that you are sending the appropriate emergency responder.
7. Terminate the call when possible and print the information.
8. When you receive an incomplete call, telephone the location and see if there is a problem, or when receiving a call from a small child and you are unable to speak with a responsible party, dispatch an officer or officers reference both type of calls.
9. You may receive a Text to 911 by mistake. Call or test the phone number and ask if there is an emergency.
10. Update the "call information" on the screen, and if there are any changes in the information provided on the screen fill out the appropriate form and forward to the 911 coordinator at Tippecanoe Co. Sheriff's Department.

West Lafayette Police Department

Policy Manual

The Dispatch Center

801.5.2 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.3 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.5.4 PRIVATE SECURITY ALARMS

The West Lafayette Police Department does not monitor security alarms. The dispatcher should utilize information supplied by the security company to determine whether the call is an emergency and proceed to dispatch the call consistent with this policy. Officers should respond accordingly (see the Officers Response to Calls Policy).

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Dispatch Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 REQUIRED COMMUNICATION CAPABILITIES

The Department shall maintain 24-hour radio capabilities between the the Dispatch Center and on-duty members.

West Lafayette Police Department

Policy Manual

The Dispatch Center

801.6.2 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

West Lafayette Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.3 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate department name or and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.7 DOCUMENTATION

It shall be the responsibility of the Dispatch Center to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum, the following:

- Incident number
- Date and time of request
- Name and address of the reporting person, if possible
- Type of incident reported
- Involvement of weapons, drugs and/or alcohol
- Location of incident reported
- Identification of members assigned as primary and backup
- Time of dispatch
- Time of the responding member's arrival
- Time of member's return to service
- Disposition or status of reported incident

801.8 CONFIDENTIALITY

Information that becomes available through the Dispatch Center may be confidential or sensitive in nature. All the Dispatch Center members shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

West Lafayette Police Department

Policy Manual

The Dispatch Center

Automated data, such as Bureau of Motor Vehicles records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

Property and Evidence Section

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including electronic or digital files, photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has not been taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the West Lafayette Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY AND EVIDENCE SECTION MANAGEMENT RESPONSIBILITIES

The Captain of Special Services is responsible for the management of the Property and Evidence Section. The Captain of Special Services should designate a Property/Evidence Manager to assist with documenting, classifying, storing, tracking and disposing of property received by or managed by the Property and Evidence Section.

The Captain of Special Services should ensure:

- (a) Procedures are established to preserve the safety, security and chain of custody for all property received or handled by the Property and Evidence Section.
- (b) Property and evidence facilities include:
 1. A package, submission and intake area separate from the secure storage area.
 2. Separate secure storage areas for controlled substances/narcotics and dangerous drugs, firearms and cash.
 3. Adequate refrigerator storage

West Lafayette Police Department

Policy Manual

Property and Evidence Section

4. A secure area for drying moist items (e.g., items stained with bodily fluids) before packaging.
 5. An orderly system for numbering and storing property/evidence being retained by the property room should be provided.
- (c) Facility security and access control, including separate secure access (which may include video surveillance) for controlled substances/narcotics and dangerous drugs, firearms and cash storage areas.
- (d) Procedures are established for packaging, submission, storage and disposition of all property, as well as items requiring special packaging such as:
1. Bicycles
 2. Biological items
 3. Cash
 4. Controlled substances/narcotics and dangerous drugs
 5. Explosives, ammunition and fireworks
 6. Firearms and other weapons
 7. Hazardous or flammable substances
 8. Homicide evidence
 9. Motor vehicles
 10. Sharps
 11. Items requiring refrigeration or freezing
- (e) Appropriate property management forms and automated systems are developed and available as appropriate.
- (f) Procedures for conducting inventories are developed.
- (g) Issues identified through any audits or inspections are appropriately addressed.

802.4 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A Property/Evidence Manager shall be appointed by and will be directly responsible to the Special Services Captain

802.4.1 REFUSAL OF PROPERTY

The Property/Evidence Manager has the obligation to reject any piece of property that is hazardous or that has not been properly documented or packaged. Should the Property/Evidence Manager reject an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

802.4.2 KEY CONTROL

Property and Evidence Section keys/door codes should be maintained by the Property/Evidence Manager and members assigned to the Property and Evidence Section. Property and Evidence Section keys/door codes shall not be loaned/given to anyone and shall be maintained in a secure manner.

802.4.3 ACCESS

Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Captain of Special Services. The Property/Evidence Manager shall maintain a log of such people who enter the property storage area. The log, at minimum, shall contain:

- (a) Name of individual
- (b) The date and time of entry and exit.
- (c) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.5 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the Property/Evidence Manager and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

802.5.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

- (a) A property voucher form shall be completed describing each item. List all known information, including the following:
 1. Serial number
 2. Owner's name
 3. Finder's name
 4. Other identifying information or marking
- (b) Each item shall be marked with the member's initials and the date processed using a method that will not damage, deface, degrade or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked with the member's initials and date.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

802.5.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying room) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and procedures should be in place to ensure the timely delivery of blood and other perishable evidence to refrigerated storage or a laboratory. Potential biohazards shall be marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of \$1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary.

Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Firearms shall be stored in designated firearms evidence boxes. Firearms shall be securely stored within said firearms box using zip ties. The action of the firearms shall have a zip tie run through it locking it open. Knife containers should be used to package knives.

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes and needles.

802.5.3 CONTROLLED SUBSTANCE/NARCOTICS AND DANGEROUS DRUGS

- (a) Controlled substances/Narcotics and dangerous drugs shall be packaged separately.
- (b) The member processing controlled substances/narcotics and dangerous drugs shall retain such property in his/her possession until it is packaged, tagged and placed in an evidence locker.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

- (c) Prior to packaging, if the quantity allows, a presumptive test should be made on all suspected controlled substances/narcotics. If conducted, the result of the test shall be included in the case report.
 - 1. The member shall package controlled substances/narcotics and dangerous drugs as follows:
 - (a) Maintain the property in the container in which it was seized if possible
 - (b) Seal and initial the property bag.

802.6 RECORDING OF PROPERTY

The Property/Evidence Manager receiving custody of property shall ensure a detailed digital record for each item or group of items is created. The detailed digital record will be the permanent record of the property in the Property and Evidence Section.

Any change in the location of property held by the West Lafayette Police Department shall be noted in the digital property record.

802.7 PROPERTY CONTROL

The Property/Evidence Manager temporarily relinquishing custody of property to another person shall record the transfer as a change of custody in the digital property record.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.

The return of the property to the Property and Evidence Section should be recorded on the digital record.

802.7.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the digital record must be recorded.

Requests for laboratory analysis shall be requested by the case officer when submitted.

802.7.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The Property/Evidence Manager shall complete the paperwork for laboratory analysis and transport the evidence to the crime lab. A digital record shall be recorded to maintain the chain of custody for all evidence.

802.7.3 CONTROLLED SUBSTANCES/NARCOTICS AND DANGEROUS DRUGS

The Property/Evidence Manager will be responsible for the storage, control and destruction of all controlled substances/narcotics and dangerous drugs coming into the custody of this department.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

802.7.4 UNCLAIMED MONEY

Money confiscated by the West Lafayette Police Department, while in the course of an investigation, shall be logged into evidence and held per department policy until the case is completed in the judicial system or until ordered by the Prosecutor or a Judge. The money count will be verified by two employees.

In the event the Prosecutor does not file the necessary papers with the court, it is the responsibility of the West Lafayette Police Department to return the money to the rightful owner. The West Lafayette Police Department should make a reasonable attempt to return the money to the owner.

802.7.5 FOUND MONEY

West Lafayette Police Officers shall log into evidence any found money, either found by the Officer or reported by a citizen.

The money shall be held in the Department's money safe until the money is claimed by the true owner.

802.8 RELEASE OF PROPERTY

No property should be released from the Property and Evidence Section without documented authorization.

Firearms or ammunition should only be released upon presentation of valid identification and completion of authorized documents showing that the individual may legally possess the item, including criminal history check.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property shall be retained for ninety (90) days as required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be documented in the evidence module digital record.

A Property/Evidence Manager shall release such property when the owner presents proper identification..The signature of the person receiving the property shall be recorded on the property release form..

802.8.1 FIELD RELEASE OF PROPERTY

Members may release certain property or evidence in the field to the lawful owner if the property or evidence can be sufficiently documented with photography or other recording mechanism and release of the item will not compromise the case. Prior to release of any evidence, a property form should be completed as provided for in this policy.

The release of any evidence should be documented on a property release form which should include the signature of the recipient of the item as proof of the release. If the recipient refuses to sign for the item, the return should be audio/video recorded.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

802.8.2 DISCREPANCIES

The Shift Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor will interview the person claiming the shortage. The Shift Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.8.3 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.9 DESTRUCTION OR DISPOSAL OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws. The disposition of all property shall be entered on the digital record.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances/narcotics or dangerous drugs declared by law to be illegal to possess

802.9.1 BIOLOGICAL EVIDENCE

The Property/Evidence Manager shall consult with the Captain of the Criminal Investigative Division and prosecutor prior to the destruction of any sexual assault kit.

Biological evidence shall be retained for a minimum of one year after the date the sample is placed in secure storage (I.C. § 16-21-8-10), or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on this department within 90 days. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Captain of Special Services.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the prosecutor shall be contacted for permission to dispose of the evidence.

West Lafayette Police Department

Policy Manual

Property and Evidence Section

802.10 INSPECTIONS, INVENTORIES AND AUDITS OF THE PROPERTY AND EVIDENCE SECTION

The Captain of Special Services shall ensure that Property and Evidence Section operations and storage facilities are inspected for compliance with applicable policies and procedures, including periodic unannounced inspections.

The Captain of Special Services shall also ensure that random monthly audits are conducted as directed by the Chief of Police.

An annual inventory of the property and evidence room shall be completed. Any discrepancies shall be documented and forward to the Chief of Police.

802.10.1 CHANGE OF ASSIGNMENT

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Section, an inventory of all property shall be conducted to ensure that all property is accounted for and records are correct.

Records Division

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the West Lafayette Police Department Records Division. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the West Lafayette Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager. The Records Manager shall be directly responsible to the Captain of Special Services.

The responsibilities of the Records Manager include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Division.
- (b) Supervising, training and evaluating Records Division staff.
- (c) Maintaining and updating Records Division procedures. .
- (d) Ensuring compliance with established policies and procedures.
- (e) Supervising the access, use and release of protected information (see the Protected Information Policy).
- (f) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 - 1. Homicides
 - 2. Cases involving department members or public officials
 - 3. Any case where restricted access is prudent

803.3.2 RECORDS DIVISION

The responsibilities of the Records Division include, but are not limited to:

- (a) Maintaining a records management system for case reports.
 - 1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
- (b) Entering case report information into the records management system.

West Lafayette Police Department

Policy Manual

Records Division

- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.

803.3.3 WARRANT AND WANTED PERSONS FILES

The Records Manager shall maintain procedures for establishing warrant service files. This includes:

- (a) The original copy of all warrants shall be maintained in the Dispatch Center
- (b) A photo copy of all warrants shall be maintained by the Records Division
- (c) The Dispatch Center shall enter all new warrants into NCIC/IDACS
- (d) The Records Division shall enter all new warrants into RMS
- (e) The Records Division shall verify all warrants are valid and data contained on the warrant is valid
- (f) The Dispatch Center shall clear/cancel warrants that are no longer active from NCIC/IDACS
- (g) The Records Division shall clear/cancel warrants that are no longer active from RMS
- (h) The IDACS Coordinator shall conduct an audit of all warrants on monthly basis

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Division must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Division, accessible only by authorized members of the Records Division. Access to case reports or files when Records Division staff is not available may be obtained through the Shift Supervisor.

803.4.1 COMPUTERIZED RECORDS

The Captain of Special Services is designated as the administrator of the computerized central records system and should develop security measures for the protection of computerized records maintained by the Records Division, including:

- (a) Restricted access to the computerized system with the use of passwords.
- (b) Physical protections for computers and/or servers.
- (c) Procedures for data-backup and recovery, if needed.

West Lafayette Police Department

Policy Manual

Records Division

803.5 CONFIDENTIALITY

Records Division staff has access to information that may be confidential or sensitive in nature. Records Division staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Division procedure manual.

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records.

804.2 POLICY

The West Lafayette Police Department is committed to providing public access to records in a manner that is consistent with the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

804.3 CAPTAIN OF SPECIAL SERVICES RESPONSIBILITIES

The responsibilities of the Captain of Special Services includes, but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
 - 1. Identifying the minimum length of time the Department must keep records.
 - 2. Identifying the department division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records and to regulate any material interference with the regular discharge of the functions or duties of the Department and its members (I.C. § 5-14-3-7).
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring the availability of a current schedule of fees for public records as allowed by law is available (I.C. § 5-14-3-8).
- (g) Ensuring a daily log is maintained that lists suspected crimes, accidents or complaints and makes available information relating to arrests, summons and jailed persons as required by I.C. § 5-14-3-5.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for records shall route the request to the Captain of Special Services.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- (a) All requests for public records shall be in writing or on a form supplied by the Department and shall identify with reasonable particularity the record being requested (I.C. § 5-14-3-3).

West Lafayette Police Department

Policy Manual

Records Maintenance and Release

- (b) A written response shall be provided to the requester within seven days.
- (c) Within a reasonable time after the request, the Custodian of Records or the authorized designee shall make records or copies available to the requester as provided by I.C. § 5-14-3-3.
- (d) Copies of electronic data may be provided in the medium requested if it is compatible with the department's system (I.C. § 5-14-3-3).
- (e) The Department is not required to create records that do not exist.
- (f) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (I.C. § 5-14-3-6).
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions.

804.4.2 DENIALS

The denial of a written request for records shall (I.C. § 5-14-3-9):

- (a) Be made within seven days of receipt of the request.
- (b) Be in writing.
- (c) Include the reason for the denial.
- (d) Contain a citation to the specific authority that authorizes the denial.
- (e) Contain the name and position title of the person denying the request.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Photographs, videos, audio recordings or documents provided to the West Lafayette Police Department by another agency for investigative purposes shall not be released or copied except for legitimate law enforcement purposes. Photographs, videos, audio recordings or documents provided by another agency shall not be released without the permission of the other agency and approval of the Police Chief or designee.
- (b) Photographs, videos, audio recordings or documents on file at the West Lafayette Police Department shall not be released without approval of the Police Chief or designee
- (c) Photographs, videos, audio recordings and documents marked "Confidential" may not be released without permission of the originating officer and the Police Chief or designee
- (d) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record or any department record, including traffic accident reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; I.C. § 5-14-3-4).

West Lafayette Police Department

Policy Manual

Records Maintenance and Release

- (e) Personnel files and files of applicants except for names; compensation; job title; business address and telephone number; job description; education and training background; previous work experience or dates of first and last employment of present or former members; information relating to the status of any formal charges against a member; and the factual basis for a disciplinary action in which final action has been taken and that resulted in the member being suspended, demoted or discharged (I.C. § 5-14-3-4).
 - 1. Job titles and job descriptions of officers shall remain confidential (I.C. § 5-14-3-4.3).
 - 2. The home address, telephone number and contact information of an officer shall remain confidential (I.C. § 5-14-3-4(b)(19)).
 - 3. If an officer is operating undercover, the name, compensation, business address and telephone number, education and training background, previous work experience or dates of first employment shall also remain confidential.
- (f) Records that are either intra-agency/interagency advisories or deliberative material that are expressions of opinion or of a speculative nature and that are communicated for the purpose of making a decision (I.C. § 5-14-3-4).
- (g) Work product of an attorney for the Department (I.C. § 5-14-3-4).
- (h) Administrative or technical information that would jeopardize a record keeping or security system (I.C. § 5-14-3-4).
- (i) The telephone number and address of a complainant contained in department records except if the address is the location of the suspected crime, infraction, accident or complaint reported (I.C. § 5-14-3-4).
- (j) Records requested by an offender that contain personal information about a correctional officer, law enforcement officer, judge, the victim of a crime or his/her family member (I.C. § 5-14-3-4).
- (k) Certain law enforcement juvenile-related records (I.C. § 31-39-3-4).
- (l) Investigatory records (I.C. § 5-14-3-2(i); I.C. § 5-14-3-4).
- (m) Criminal intelligence information (I.C. § 5-14-3-2(c); I.C. § 5-14-3-4).
- (n) Certain types of reports involving, but not limited to, child abuse and molestation (I.C. § 31-33-18-1; I.C. § 31-33-18-2) and endangered adult abuse (I.C. § 12-10-3-15).
- (o) Personal identifying information submitted by a person to obtain or renew a license to carry a handgun, or information obtained by a federal, state or local government entity in the course of an investigation concerning a person who applies to obtain or renew a license to carry a handgun (I.C. § 35-47-2-3).
- (p) Audio, visual, or audiovisual recordings of law enforcement activities captured by a body-worn camera or MAV system (I.C. § 5-14-3-4):
 - 1. If disclosure of any law enforcement recording is required under I.C. § 5-14-3-5.1 or I.C. § 5-14-3-5.2, the Records Manager should ensure applicable portions are obscured as required, before releasing the recordings.

West Lafayette Police Department

Policy Manual

Records Maintenance and Release

2. Any other information that may be appropriately denied by those records declared confidential by a rule adopted by the Department granted by statute, state statute, rules adopted by the Indiana Supreme Court or federal law (I.C. § 5-14-3-4).

804.6 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Captain of Special Services. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction.

804.7 TRAINING

All members authorized to manage, release or facilitate public access to department records shall complete a training program that includes identification of material appropriate for public access and the department systems and procedures guiding such release and access.

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the West Lafayette Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the West Lafayette Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the West Lafayette Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Captain of Special Services will coordinate the use of protected information. The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Bureau of Motor Vehicles (BMV) records and the Indiana Data and Communications System (IDACS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.
- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

West Lafayette Police Department

Policy Manual

Protected Information

805.4 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to the Captain of Special Services.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Captain of Special Services

805.5 SECURITY OF PROTECTED INFORMATION

The Captain of Special Services shall oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.5.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with domestic animals and responding to calls for service that involve domestic animals.

806.2 POLICY

It is the policy of the West Lafayette Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of the Neighborhood Resource Team

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
 - 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

West Lafayette Police Department

Policy Manual

Animal Control

2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Abandonment or Neglect of Vertebrate Animals (I.C. § 35-46-3-7); Beating Vertebrate Animals (I.C. § 35-46-3-12); Domestic Violence Animal Cruelty (I.C. § 35-46-3-12.5); Purchase or Possession of Animals for Fighting Contests (I.C. § 35-46-3-8).

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Supervisor will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

West Lafayette Police Department

Policy Manual

Animal Control

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.13 DISEASED ANIMALS

Officers shall provide assistance, as requested to the Indiana State Board of Animal Health, the state veterinarian, a county veterinarian or an agent of the U.S. Department of Agriculture (I.C. § 15-17-19-1).

West Lafayette Police Department
Policy Manual

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the West Lafayette Police Department.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Temporary custody - The period an adult is in custody at the West Lafayette Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The West Lafayette Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the West Lafayette Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Involuntary Detention Policy).
 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

West Lafayette Police Department

Policy Manual

Temporary Custody of Adults

- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action.

900.4.1 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

West Lafayette Police Department
Policy Manual

Temporary Custody of Adults

1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
 - (c) Forward any communication from the individual to his/her consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to his/her consular officers without delay.

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the West Lafayette Police Department (42 USC § 5633).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (I.C. § 31-37-1-2). It also includes an offense for possession of a handgun (I.C. § 35-47-10-5; 28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

Sight and sound separation - Located or arranged to prevent physical, visual or auditory contact.

West Lafayette Police Department

Policy Manual

Temporary Custody of Juveniles

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The West Lafayette Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the West Lafayette Police Department. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Involuntary Detentions Policy).
 - 1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior.
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

901.4 CUSTODY OF JUVENILES

No juvenile should be held in temporary custody at the Department without authorization of the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

West Lafayette Police Department

Policy Manual

Temporary Custody of Juveniles

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the West Lafayette Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (42 USC § 5633).

901.5 ADVISEMENTS

When a juvenile is taken into custody for an offense that would warrant the arrest of an adult, the officer shall notify the superintendent of the school district in which the juvenile is enrolled, or if the juvenile is enrolled in a private school, the chief administrative officer of the juvenile's school, within 48 hours. The officer should notify the school official of the reasons the juvenile was taken into custody, but may not disclose information that is confidential under state or federal law (I.C. § 31-37-4-3).

901.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the West Lafayette Police Department (42 USC § 5633; I.C. § 31-37-7-2). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.7 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the West Lafayette Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

901.7.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.8 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation. Also that an attorney, parent or guardian with no interest adverse to the child has been advised of the reason the juvenile has been taken into custody, and has consented to the interview or interrogation. The juvenile must also knowingly and voluntarily consent to the interview or interrogation (I.C. § 31-32-5-1).

West Lafayette Police Department

Policy Manual

Temporary Custody of Juveniles

901.8.1 RECORDING INTERROGATIONS

Custodial interrogations of juveniles that take place at the West Lafayette Police Department or other place of detention shall be audio and video recorded (Ind. Evid. R. 617; I.C. § 31-30.5-1-2). Audio-only recording is permitted when the interrogation occurs at a non-detention location (e.g., home, school) (I.C. § 31-30.5-1-3). Recordings shall be retained as required by I.C. § 31-30.5-1-4.

901.9 CASE REPORTS

Juvenile Detention/Arrest Reports

1. Should be completed using standard WLPD report format.
2. Once completed should be stamped with the word JUVENILE

Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the West Lafayette Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

West Lafayette Police Department

Policy Manual

Custodial Searches

902.4 STRIP SEARCHES

No individual in temporary custody at any West Lafayette Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband (210 I.A.C. 3-1-13). Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.4.1 STRIP SEARCH PROCEDURES

Strip searches at West Lafayette Police Department facilities shall be conducted as follows (28 CFR 115.115):

- (a) Authorization from the Shift Supervisor shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.

West Lafayette Police Department

Policy Manual

Custodial Searches

2. The reasons less intrusive methods of searching were not used or were insufficient.
 3. The name of the individual who was searched.
 4. The name and sex of the members who conducted the search.
 5. The name, sex and role of any person present during the search.
 6. The time and date of the search.
 7. The place at which the search was conducted.
 8. A list of the items, if any, that were recovered.
 9. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.4.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy.

902.5 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (210 I.A.C. 3-1-13):

- (a) No individual shall be subjected to a physical body cavity search without approval of the Shift Supervisor and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only medical personnel may conduct a physical body cavity search.

West Lafayette Police Department

Policy Manual

Custodial Searches

- (c) Except for the medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 2. The reasons less intrusive methods of searching were not used or were insufficient.
 3. The Shift Supervisor's approval.
 4. A copy of the search warrant.
 5. The time, date and location of the search.
 6. The medical personnel present.
 7. The names, sex and roles of any department members present.
 8. Any contraband or weapons discovered by the search.

West Lafayette Police Department
Policy Manual

Chapter 10 - Personnel

Performance Evaluations

1000.1 PURPOSE AND SCOPE

This policy provides guidelines for the West Lafayette Police Department performance evaluation system.

1000.2 POLICY

The West Lafayette Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

[See attachment: Police Officer 6 Month Performance Evaluation.pdf](#)

[See attachment: Civilian 6 Months Performance Evaluation.pdf](#)

1000.3 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated semi annually.

Performance Evaluations shall be conducted for Police and Civilian Employees for the following periods:

1. January 1 through June 30
2. July 1 through December 31

The Chief may require performance evaluations for special circumstances or other time periods.

1000.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

West Lafayette Police Department

Policy Manual

Performance Evaluations

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input. As a general guideline evaluations should be conducted as indicated:

1. The Chief of Police shall evaluate the Deputy Chief of Police.
2. The Deputy Chief of Police shall evaluate the Captain of Patrol, the Special Services Bureau Captain, the Captain of Criminal Investigation Division, and the Office Manager.
3. The Captain of Patrol shall evaluate the Patrol Lieutenants and the Neighborhood Resource Team.
4. The Captain of Special Services Bureau shall evaluate all employees assigned to the Special Services Division.
5. The Criminal Investigation Division Captain shall evaluate all personnel assigned to the Criminal Investigation Division.
6. The Head Dispatch Supervisor shall evaluate all personnel assigned to the Dispatch Center.

Once the direct supervisor completes the evaluation it shall be forward to the Captain of their respective division and the Deputy Chief for review prior to being discussed with and issued to the employee.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1000.5 EVALUATION INTERVIEW

Supervisors shall complete the evaluation, to include a private discussion of the results with the employee concerned, within thirty-one (31) days following the end of the evaluation period, absent extraordinary circumstances.

The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed.

The supervisor and employee will sign and date the evaluation. Once completed, the supervisor shall forward the evaluation to the division Captain for review and file.

1000.6 APPEAL

The employee shall retain the right to appeal the Performance Evaluation Report to the Merit Commission. An appeal may be made in written form to the Merit Commission within 10 days after the initial evaluation meeting.

West Lafayette Police Department

Policy Manual

Performance Evaluations

After the Merit Commission's review, the Performance Evaluation Reports shall be forwarded to the Chief and maintained in the employee's Department personnel file.

1000.7 PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE (FAILURE TO MEET PERFORMANCE GUIDELINES):

All employees are encouraged to exceed minimally acceptable performance levels. However, considerations must be made for those employees who fail, or refuse, to perform their duties at a minimally acceptable level. This policy is written to establish the minimum standard for performance.

1. A total rating score of 5 or less for any evaluation period shall be considered substandard. A score of 1 in any individual rating category shall be considered unacceptable. A score of 2 or less in 3 or more categories shall be considered substandard. In all three cases, the employee shall be placed at Step 1 of the progressive discipline procedure.

2. The employee shall remain at Step 1 of the progressive discipline procedure until the next evaluation period has been completed. If the employee's performance has improved to a satisfactory level after the end of the next evaluation period, no further action shall be taken and the employee will be removed from the progressive discipline procedure.

3. If the employee fails to meet the accepted standards after having been placed in Step 1 of the progressive discipline policy and has not improved to a satisfactory level after the next evaluation period, the employee shall be placed at Step 2 of the progressive discipline procedure. The employee who continues performing at a substandard level shall continue through the steps as they are outlined below.

4. An employee may also be subjected to disciplinary action outside the progressive discipline procedures, up to and including termination, in accordance with the policies of the City of West Lafayette, Merit Commission, and this Department.

Whenever possible, guidance shall be available for employees not meeting the standards, in an effort to assist them in improving their performance to an acceptable level.

A. (Step #1)

1. Counsel non-compliant employees and suggest methods of performance improvement.

a. Explain the required performance levels.

b. Offer suggestions for improved performance.

c. Advise the employee that his/her performance shall be monitored and will be evaluated again in three months. If performance is acceptable at that time, no further action shall be required. If the

West Lafayette Police Department

Policy Manual

Performance Evaluations

employee's performance is substandard during any of the three monthly periods, the employee shall progress to Step #2 of the progressive discipline procedure.

2. Non-compliant employee response: The non-compliant employee must submit a letter in writing, stating:

- a. An awareness of failure to meet acceptable performance guidelines.
- b. What he/she believes to be the cause of his/her failure to perform at an acceptable level.
- c. What corrective action is anticipated to improve his/her performance.

3. Determine whether a legitimate obstacle exists that may be preventing the employee from performing as required. Appropriate action shall be taken to reasonably accommodate disabilities if an officer can perform the essential functions of his/her job with or without reasonable accommodation.

B. (Step #2)

1. The employee shall be counseled by the Patrol Division Commander or the Chief's designee concerning his/her failure to meet acceptable standards. The Patrol Division Commander or Chief's designee shall:

a. Attempt to determine whether a legitimate obstacle exists that may be preventing the employee from performing as required. Appropriate action shall be taken to reasonably accommodate disabilities if an officer can perform the essential functions of his/her job with or without reasonable accommodation.

b. Advise the employee that for the next three months:

1) He/she shall be required to submit daily activity sheets to the shift commander, as a method to track daily performance.

2) Performance shall be closely monitored and the shift commander shall complete monthly evaluation forms during the period.

3) If the employee fails to meet the expected performance guidelines at any time during the extended period, the employee shall be assigned to the remedial training program.

4) The employee shall not be permitted to participate in any off duty employment including law enforcement-related projects and part-time work.

West Lafayette Police Department

Policy Manual

Performance Evaluations

- 5) If the employee is successful in meeting the accepted minimum performance standard, he/she shall be returned to Step #1 of the progressive discipline procedure.
 - c. Have the shift commander monitor the performance of the employee and complete monthly evaluation forms.

C. (Step #3) Remedial Training Program

1. Employees failing to maintain an acceptable performance level after the opportunity to improve performance in Steps #1 and #2 shall be assigned to the remedial training program.
 - a. The purpose of remedial training is to provide a change of environment, to refresh the non-compliant employee on proper job performance techniques, and to ensure the employee is able to satisfactorily perform the essential functions of the job with or without a reasonable accommodation.
 - b. The Chief of Police or the Chief's designee shall establish the period of remedial training.
 - c. The non-compliant employee shall be assigned to an instructor or shift commander, on a shift determined by the Chief of Police or the Chief's designee.
 - d. Employees who successfully complete remedial training, shall return to Step #1 status.
 - e. Employees who do not successfully complete the remedial training program within the specified time shall be subject to disciplinary action, up to and including termination.

Reporting of Arrests, Convictions and Court Orders

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the West Lafayette Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1001.2 POLICY

The West Lafayette Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1001.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Indiana law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; I.C. § 35-47-4-6; I.C. § 34-26-5-9).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1001.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Persons convicted of committing or attempting to commit a serious violent felony may not possess a firearm (I.C. § 35-47-4-5).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1001.5 REPORTING

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

West Lafayette Police Department

Policy Manual

Reporting of Arrests, Convictions and Court Orders

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable Indiana Law Enforcement Training Board certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate.

Drug- and Alcohol-Free Workplace

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1002.2 POLICY

It is the policy of the West Lafayette Police Department to provide a drug- and alcohol-free workplace for all members (I.C. § 22-9-5-24).

1002.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1002.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1002.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

West Lafayette Police Department

Policy Manual

Drug- and Alcohol-Free Workplace

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1002.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1002.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1002.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm in the performance of his/her duties (excluding training or authorized euthanizing of an animal).
- (c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death or substantial property damage.
- (d) The employee drives a motor vehicle in the performance of his/her duties and becomes involved in an incident that results in bodily injury, death or substantial damage to property.

1002.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

West Lafayette Police Department

Policy Manual

Drug- and Alcohol-Free Workplace

1002.7.2 DISCIPLINE

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

1002.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1002.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the employee's medical file in accordance with the Personnel Records Policy.

Sick Leave

1003.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual of sick leave for eligible employees is detailed in the City personnel manual.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) or the Indiana Organ or Bone Marrow Donor Acts (29 CFR 825.100; I.C. § 4-15-16-7; I.C. 4-15-16-8)

1003.2 POLICY

This department realizes that on occasion an employee may be unable to report for duty due to an illness or injury. Furthermore, this department realizes that due to the unpredictable nature of activities an employee may have to become involved in, he/she may become injured and require an extended sick leave to recuperate. This policy also provides for and encourages an employee to, with his/her physician's approval, return to duty on limited duties (Level 2) or light duties (Level 3).

1003.3 USE OF SICK LEAVE

When an employee is unable to report for duty due to an illness or injury:

1. The employee shall notify his/her supervisor not less than one hour prior to his/her scheduled tour of duty.
 - a) The employee shall advise his/her supervisor of the specific reason he/she is unable to report for duty.
 - b) The employee shall give an estimate as to when he/she should be able to return to duty.
 - c) A family member shall make the proper notification if the employee is unable to do so.
 - d) If the illness or injury is duty related, the appropriate forms shall be completed in compliance with the policy regarding Workers' Compensation forms and reporting.
 - e) If the employee is unable to report for duty for three or more consecutive scheduled work days, the employee shall present his/her supervisor with a note from his/her Physician explaining the illness or injury, and the employee shall present a "Level of Return to Duty" form signed by his/her Physician when returning to duty. The Physician should also provide an estimation regarding the length of time necessary for recuperation.
- (1) If the employee is unable to report for duty for more than three consecutive scheduled work days, the employee or his/her designee shall notify the Chief of Police in writing. The Chief of Police may then, at his/her discretion, place the employee on Extended Paid Sick Leave.

West Lafayette Police Department

Policy Manual

Sick Leave

2. The employee shall be prohibited from participating in any employment outside the Police Department.

[See attachment: Level of Duty Form.pdf](#)

1003.4 ACCOUNTING OF SICK LEAVE

By policy of the Department, as approved by the Board of Public Works and Safety, accounting procedure shall include:

- a) Accumulated overtime earned within the same 28-day pay period will be applied towards the hours the Officer is off for sick time. However, certain details may be specified as protected details by the Chief of Police or Deputy Chief of Police, which are not subject to having the overtime applied towards sick time.
- b) While off on sick time, Officers will receive full pay and benefits per policy of the Department, as approved by the Board of Public Works and Safety.

Civilian personnel employed by the West Lafayette Police Department shall follow the guidelines set forth in Section 21.01-21.05 of the West Lafayette Personnel Manual.

1003.5 EXTENDED PAID SICK LEAVE

1. When an Officer of the West Lafayette Police Department becomes ill or injured, and the illness or injury requires an extended paid sick leave, the Chief of Police is to be notified in writing. The extended paid sick leave may extend for a period of up to 45 days. However, the extended sick leave may be extended for a period of up to 6 months if the illness or injury is duty related.
2. Civilian personnel employed by the City of West Lafayette Police Department shall follow the guidelines set forth in Section 23.01-23.11 of the West Lafayette Personnel Manual.

1003.6 ILLNESSES AND INJURIES AFFECTING JOB PERFORMANCE AND DUTY LIMITATIONS

Whenever an employee has an illness or injury which will, or can affect his/her job performance, or places limits on duties he/she can perform:

- a) The employee must immediately notify his/her supervisor of the situation in writing.
- b) The employee must obtain a completed "Return to Level of Duty" form from a physician, and forward the form to his/her supervisor. The supervisor will forward the form to the Captain of Patrol.
- c) The employee will be responsible for keeping his/her supervisor apprised of his/her status until they are placed back at "level 1" by a physician on the "Return to Level of Duty" form. The supervisor will forward all updates to the Captain of Patrol.

West Lafayette Police Department

Policy Manual

Sick Leave

At the discretion of the Chief of Police or his/her designee, the department may provide Limited Duty (Level 2) or Light Duty (Level 3) work.

1003.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences are consistent with this policy.
- (b) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected police department operations.
- (c) When appropriate, counseling members regarding excessive absences and/or use of sick leave.
- (d) Referring eligible members to an available employee assistance program when appropriate.

Communicable Diseases

1004.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

This policy also addresses the requirement that the West Lafayette Police Department have a policy on communicable diseases and provide related training (I.C. § 16-41-11-6).

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the West Lafayette Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1004.2 POLICY

The West Lafayette Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1004.3 EXPOSURE PREVENTION AND MITIGATION

1004.3.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (I.C. § 16-41-11-4):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

West Lafayette Police Department

Policy Manual

Communicable Diseases

- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1004.3.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

All department employees shall be offered an education program, an opportunity to be screened for previous exposure, and vaccinations to Hepatitis "B" Virus.

1004.4 POST EXPOSURE

1004.4.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable but in no case more than 24 hours after the exposure (I.C. § 16-41-10-2).

1004.4.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the employee exposed
- (b) Date and time of incident

West Lafayette Police Department

Policy Manual

Communicable Diseases

- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1004.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The Chief of Police or his designee should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

1004.4.4 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Providing notification to emergency medical services providers under I.C. § 16-41-10-2).
- (c) HIV testing when ordered by a physician (I.C. § 16-41-6-1).
- (d) Public health officials seeking consent or a court order (I.C. § 16-41-6-2).

The Chief of Police or his designee should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

West Lafayette Police Department
Policy Manual

Communicable Diseases

1004.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (I.C. § 16-41-10-5).

1004.6 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training shall (I.C. § 16-41-11-5):

- (a) Be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.
- (d) Be properly documented.

Smoking and Tobacco Use

1005.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in West Lafayette Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1005.2 POLICY

The West Lafayette Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1005.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the West Lafayette Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

The designated smoking area for the police department is just outside the South door to the Employee Lounge. An ashtray has been placed at the location. All cigarettes/cigars are to be extinguished before entering the building, and placed in the ashtray. No cigarette butts are to be placed on the ground.

Employees who smoke shall:

- a) Do so only at designated area outside of the building.
- b) Not smoke inside of a department owned/leased vehicle.
- c) Not smoke while directing traffic, working parking control, or at any time while dealing with a citizen or other employee
- d) Discard smoking materials only in the proper receptacle

1005.4 ADDITIONAL PROHIBITIONS

No employee shall smoke tobacco products within eight feet of an entrance to a City facility.

Personnel Complaints

1006.1 PURPOSE AND SCOPE

This policy is to ensure the professional integrity of the department and instill public confidence in the department. This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the West Lafayette Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1006.2 POLICY

The West Lafayette Police Department take all complaints serious regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1006.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1006.3.1 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

West Lafayette Police Department

Policy Manual

Personnel Complaints

1006.3.2 IDENTIFICATION OF DISCIPLINARY MEASURES

The Chief of Police should ensure that the types of punitive measures that may be used against members in the event of disciplinary action (e.g., suspension, demotion, termination) are identified and made known to all members.

Counseling and/or remedial training may be used in lieu of punitive measures, if appropriate.

1006.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1006.4.1 ACCEPTANCE

Any complaint received in person, writing, or over the phone, even if anonymous, alleging misconduct on the part of any officer or employee of this department shall be taken by the on-duty Shift Commander. This will include any documents turned in to the department concerning any complaint against an employee of the department.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

The on-duty Shift Commander will take the complaint and review it. If the complaint is against an employee who reports to a different commander, then he/she will send an e-mail notification to the appropriate Shift Commander. The Shift Commander of the employee in question will complete the Citizen Complaint Module in the Records Management System (RMS) and investigate the complaint further. The investigating Shift Commander will notify his/her Division Captain and the Special Services Division that a shift command level investigation is taking place.

Complaints and allegations of employee violations of rules, policies or procedures will be investigated first by the employee's Shift Commander. Complaints and allegations of a criminal nature against any employee will be immediately forwarded to the Special Services Division, who will communicate the complaint to the Chief of Police. The Chief of Police reserves the right to immediately assign any investigation into any complaint or allegation against any employee to the Special Services Division or request investigation by another law enforcement agency.

At the conclusion of a shift level investigation, the investigating Shift Commander will communicate his/her finding to the complaining person(s) and the officer investigated. The Shift Commander will document his/her investigation in the RMS Citizen Complaint Module and will notify the Division Captain and the Special Services Division that the investigation is complete. The Division Captain will review the investigation for any violations of rules, policies or procedures. All suspected violations of rules, policies or procedures will be forwarded to the Chief of Police.

All information concerning a complaint against any employee of the department is considered confidential. Any discussion regarding the complaint outside of the official investigation will be cause for disciplinary action .

West Lafayette Police Department

Policy Manual

Personnel Complaints

Records of all internal investigations shall be maintained by the Special Services Division as directed by the Chief of Police and shall remain confidential.

1006.5 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1006.5.1 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Special Services Division the following applies:

- (a) Interviews of an accused member should be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she should be compensated.
- (b) Unless waived by the member, interviews of an accused member should be at the West Lafayette Police Department or other reasonable and appropriate place.
- (c) Prior to any interview, a member should be informed of the nature of the investigation.
- (d) All interviews should be for a reasonable period and the member's personal needs should be accommodated.
- (e) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview.
- (g) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.

1006.5.2 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

West Lafayette Police Department

Policy Manual

Personnel Complaints

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1006.5.3 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within (60) days from the date of discovery by an individual authorized to initiate an investigation.

The assigned investigator or supervisor should ensure that within 30 days of the final disposition of the complaint, the complainant is provided written notification of the disposition.

1006.5.4 EXTENSIONS

When an investigator or supervisor determines additional time is necessary to complete investigation, a written request to extend the investigation beyond one year should be submitted to the Chief of Police for approval.

1006.6 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1006.7 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

West Lafayette Police Department

Policy Manual

Personnel Complaints

1006.8 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as possible when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The West Lafayette Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1006.9 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, all investigative reports should be forwarded to the Chief of Police for review.

1006.9.1 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES TIMELINES

The Chief of Police should review the investigation and recommendation for disciplinary action as soon as practicable and propose the appropriate disciplinary action within one month of receiving the investigation and recommendations.

1006.10 PRE-DISCIPLINE EMPLOYEE RESPONSE

1006.10.1 REVIEW AND HEARING

In the event that an employee is reprimanded in writing or suspended for a period of five days or less, the Chief of Police shall notify the safety board, in writing, within 48 hours of the action and the reasons for the action. Unless the employee timely seeks review, the proposed discipline becomes final (I.C. § 36-8-3-4.1).

In the event that an employee is dismissed, demoted or suspended for more than five days, the employee may request a hearing as provided in I.C. § 36-8-3-4.

1006.10.2 REVIEW AND HEARING

In the event that an employee is reprimanded in writing or suspended for a period of five days or less, the Chief of Police shall notify the applicable merit commission, in writing, within 48 hours of the action and the reasons for the action. Unless the employee timely seeks review, the proposed discipline becomes final (I.C. § 36-8-3.5-19).

West Lafayette Police Department

Policy Manual

Personnel Complaints

If the employee is dismissed, demoted or suspended for more than five days, the employee may request a hearing as provided in I.C. § 36-8-3.5-17.

1006.11 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1006.12 POST-DISCIPLINE APPEAL RIGHTS

In the event that the safety board decides to dismiss, demote or suspend an employee for a period exceeding five days, the employee may appeal the decision to the circuit or superior court of the county in which the unit is located as provided in I.C. § 36-8-3-4.

1006.13 POST-DISCIPLINE APPEAL RIGHTS

In the event that the merit commission decides to dismiss, demote or suspend an employee for a period exceeding 10 days, the employee may appeal to the circuit or superior court of the county in which the unit is located as provided in I.C. § 36-8-3.5-18.

1006.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1006.16 FRINGE BENEFITS

If the discipline issued is dismissal, the employee shall be provided written notice as to the status of his/her fringe and retirement benefits after dismissal.

1006.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

Safety Belts

1007.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1007.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (I.C. § 9-19-11-1 et seq.).

Safety belt system - A system utilizing a lap belt, a shoulder belt or any other belt or combination of belts installed in a motor vehicle to restrain drivers and passengers, and that conforms to federal regulations (49 CFR 571).

1007.2 POLICY

It is the policy of the West Lafayette Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1007.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a safety belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1007.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with I.C. § 9-19-11-1 et seq.

1007.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by safety belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

West Lafayette Police Department
Policy Manual

Safety Belts

1007.6 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1008.2 POLICY

It is the policy of the West Lafayette Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1008.3 ISSUANCE

The department shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice for threat level IIA, II, or IIIA (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5).

Body armor shall be issued when an officer begins service at the West Lafayette Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1008.3.1 USE

Generally, the required use of body armor is subject to the following:

- (a) Members shall only wear department-approved body armor.
- (b) Members of the department shall wear protective Body Armor while they are on duty, in uniform, and engaged in patrol or field operations.
- (c) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.
- (d) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
 - (a) In those instances when body armor is not worn, officers should have reasonable access to their body armor.

The City of West Lafayette and their agents assume no responsibility for the manufacture, failure, maintenance, or use of Body Armor.

1008.3.2 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

West Lafayette Police Department

Policy Manual

Body Armor

- (a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.
 - 1. Unserviceable body armor shall be reported to the supervisor.
- (b) Members are responsible for the proper storage of their body armor.
 - 1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.
- (c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.
 - 1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
 - 2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions. Individual officers shall assume liability for failure to maintain or replace Body Armor in accordance with manufacturer guidelines.
- (d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5). Officers shall be responsible for notifying their department head 12 months prior to the recommended replacement date for their issued Body Armor.

Personnel Records

1009.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1009.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Indiana (I.C. § 5-14-3-4(b)(8)).

1009.3 DEPARTMENT FILE

The department file shall be maintained in the office of the Chief of Police as a permanent record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (c) Original performance evaluations. These should be permanently maintained.
- (d) Discipline records, including copies of sustained personnel complaints.
- (e) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
- (f) Commendations and awards.
- (g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1009.4 TRAINING FILE

An individual training file shall be maintained by the Training Officer for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications, including mandated annual qualification. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) It shall be the responsibility of the involved member to provide the Training Officer or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Training Officer or supervisor shall ensure that copies of such training records are placed in the member's training file.

West Lafayette Police Department

Policy Manual

Personnel Records

1009.5 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in a finding of not sustained, unfounded or exonerated shall not be placed in the member's department file but will be maintained in the internal affairs file.

1009.6 CONFIDENTIALITY AND SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room.

Personnel records are confidential and subject to disclosure only as provided in this policy or pursuant to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Clerk, City Attorney or other attorneys or representatives of the City in connection with official business.

1009.7 MEMBER ACCESS TO THEIR PERSONNEL RECORDS

Any member or their representative may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files (I.C. § 5-14-3-4(b)(8)).

Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (g) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

West Lafayette Police Department

Policy Manual

Personnel Records

1009.8 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development.

Lactation Breaks

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child.

1010.2 POLICY

It is the policy of the West Lafayette Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

1010.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time (I.C. § 5-10-6-2).

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1010.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207, I.C. § 5-10-6-2).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

West Lafayette Police Department
Policy Manual

Lactation Breaks

1010.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

Overtime Compensation

1011.1 OVERTIME COMPENSATION

1011.1.1 PURPOSE

To establish a written guideline regarding overtime compensation for all department personnel .

1011.1.2 POLICY

These guidelines are to be followed to determine overtime compensation for Police Department Employees

1011.2 PROCEDURE

1011.2.1 FLSA NON-EXEMPT POLICE OFFICERS (28 DAY WORK PERIOD){PATROL OFFICER (PROBATIONARY, 2ND CLASS, FIRST CLASS), SERGEANT (PATROL AND INVESTIGATIONS), INVESTIGATORS}.

1. In accordance with FLSA agreement with employees dated April 15, 1986, attached. Compensation time calculation formula and work sheet also attached .
2. Compensation time is calculated at the end of each established 28 day work period. Certain factors affect the calculation.
 - a) Sick leave is subtracted from the calculation. Excused time does not (i.e.: vacations, personal holidays, and bereavement time).
 - b) Compensation time is earned in half-hour increments. If an employee works over in excess of fifteen minutes, they are compensated with one half hour of time. Time less than fifteen minutes is not compensated.
 - c) Time worked over between 161 hours and 168 hours is compensated at straight time hour for hour.
 - d) Time worked on a regular scheduled day off, and for time in excess of 168 hours, is compensated at time and one half.
 - e) In addition to FLSA agreement, the Chief of Police may exercise the option to pay any or all compensation that has been banked by a non-exempt employee. The Chief may also exercise the option to pay any special detail assignment or overtime detail.
 - f) Officers with non-exempt status may be paid for compensation time accrued in excess of the following amounts at the end of the 28 day work period:
 - (1) Patrol Officers (all ranks) and Patrol Sergeants who work their assigned shift, 40 hours.
 - (2) Investigators (all levels) and Technicians, 40 hours.
 - (3) Employees on special assignment by the department, 80 hours.

West Lafayette Police Department

Policy Manual

Overtime Compensation

- g) Special enforcement grant time is paid in accordance with the terms of the grant and is not affected by sick leave or other detracting factors.
- h) Probationary Patrol Officers will not receive overtime compensation for any overtime required while attending the Basic Training course at the Indiana Law Enforcement Academy.

1011.2.2 FLSA EXEMPT POLICE OFFICERS (40 HOUR WORK WEEK)(CHIEF, DEPUTY CHIEF, CAPTAIN, AND LIEUTENANTS)

1. Compensation time is calculated at the end of each established 28 day work period. Certain factors affect the calculation.
 - a) Sick leave is subtracted from the calculation. Excused time is not (i.e.: vacations, personal holidays, bereavement time, etc.).
 - b) Compensation time is earned in half-hour increments. If an employee works over in excess of fifteen minutes, they are compensated with one half hour of time. Time less than fifteen minutes is not compensated.
 - c) Time worked over on a regular scheduled day off, vacation day, or personal day is compensated at time and one half, all other time in excess of the regular 40 hours work week is compensated hour for hour straight time.
 - d) Officers with exempt status may be paid for compensation time accrued in excess of the following amounts at the end of the 28 day work period, or for time earned in the following circumstances:
 - (1) Captains, 60 hours or as designated by the Chief.
 - (2) Lieutenants, 40 hours or as designated by the Chief.
 - (3) Upon retirement or termination from the department, maximum amount payable is 240 hours.
 - (4) For working any assigned detail (i.e.: foot patrol, traffic/crowd control, special enforcement grants, and security details).
 - (5) Special enforcement grant time, is paid in accordance with the terms of the grant and is not affected by sick leave or other detracting factors. The Chief of Police is prohibited by an Attorney General ruling from being paid to participate in special grant enforcement activities .

1011.2.3 FLSA NON-EXEMPT PATROL DISPATCH OFFICERS (40 HOUR WORK WEEK)

1. Compensation time is calculated at the end of each work week. Certain factors affect the calculation.
 - a) Neither Sick Leave or Excused Time (ie: vacations, personal holidays, bereavement time) is subtracted from the calculation.
 - b) Compensation time is earned in half hour increments. If a dispatcher works over in excess of fifteen minutes, they are compensated with one half hour of time. Time under fifteen minutes is not compensated.

West Lafayette Police Department
Policy Manual

Overtime Compensation

- c) Time worked over the 40 hour work week is compensated at time and one half.
- d) Time worked on a regular scheduled day off is compensated at time and one half.
- e) The Chief of Police may exercise the option to pay any or all compensation that has been banked.
- f) Patrol Dispatch Officers may be paid for compensation time accrued in excess of 24 hours at the end of the work week.

1011.2.4 CIVILIAN EMPLOYEES OF THE POLICE DEPARTMENT, OTHER THAN PATROL DISPATCH OFFICERS, WILL BE COMPENSATED IN ACCORDANCE WITH THE CITY PERSONNEL POLICY

- 1. Vacation time shall be considered hours worked for the computation of overtime pay/ compensatory time in the event a civilian employee works on a scheduled vacation day.
- 2. The Chief may exercise the option to pay any special assignment or overtime detail.

Specialty Field Compensation

1012.1 SPECIALTY FIELD COMPENSATION

1012.1.1 PURPOSE

To establish a written guideline regarding compensation for all department specialty fields.

1012.1.2 POLICY

Officers that are certified members of the following specialty fields, teams, or units: Special Response Team, Hostage Negotiation Team, Field Training Unit, Crash Reconstruction Unit, STOPS Instructor, ILEA Generalist Instructor, ILEA Psycho-motor Skills Instructor, RAD Instructor, Drug Recognition Expert, Dispatch Training Officer or is Foreign Language Speaking, shall receive a minimum \$250 annual compensation per specialty field. A maximum of two (2) specialty fields per officer will be compensated annually for a maximum of \$500 annual compensation per officer.

Additionally, if a Field Training Officer facilitates one complete phase (192 hours) of field training to a probationary officer, that FTO is eligible for an additional \$250 annual compensation. The compensation for the FTO is in addition to normal specialty pay compensation as outlined above.

The Field Training Coordinator is also eligible for an additional \$250 annual compensation for commanding the Field Training Program. The compensation for the FTO Coordinator is in addition to normal specialty pay compensation as outlined above

1012.2 PROCEDURE

1012.2.1 ELIGIBILITY REQUIREMENTS

In order to be eligible to receive the pay for specialty fields, the following criteria must be satisfied:

1. The employee must be a certified member of a specialty field, team, or unit as listed above.
2. The employee must have been specialty field certified for the entire calendar year.
 - a. Employees who become a member of a specialty field mid-year will have their pay pro-rated.

1012.2.2 PAY PROCEDURES

1. Neither Sick Leave nor Excused Time (i.e.: vacations, personal holidays, bereavement time) is subtracted from the calculation.
2. All department specialty field members who satisfy the Eligibility Requirements will receive the specialty field member pay, regardless of rank or seniority.
3. The specialty field member pay will be paid on the last paycheck of each calendar year.

Outside Employment

1013.1 PURPOSE AND SCOPE

This policy provides guidelines for department members who seek to engage in authorized outside employment.

1013.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this department for another employer, organization or individual who is not affiliated directly with this department when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

1013.2 POLICY

Members of the West Lafayette Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or engaging in outside employment that is prohibited by this policy, may lead to disciplinary action.

1013.3 OUTSIDE EMPLOYMENT

1013.3.1 REQUEST AND APPROVAL

Members must submit a request to their immediate supervisors. The request will then be forwarded through the chain of command to the Chief of Police for consideration.

The Chief of Police may at any time rescind previously approved off duty employment.

1013.4 REQUIREMENTS

1013.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Department reserves the right to deny any request for outside employment that involves:

- (a) The use of department time, facilities, equipment or supplies.
- (b) The use of the West Lafayette Police Department badge, uniform or influence for private gain or advantage.
- (c) The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment or appointment or as a part of his/her regular duties.
- (d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.

West Lafayette Police Department
Policy Manual

Outside Employment

- (e) Demands upon the member's time that would render the performance of his/her duties for this department deficient or substandard.
- (f) Activities that may conflict with any other policy or rule of the Department.

1013.4.2 DEPARTMENT RESOURCES

Members are prohibited from using any department equipment or resources in the course of, or for the benefit of, any outside employment. This shall include the prohibition against any member using his/her position with this department to gain access to official records or databases of this department or other agencies.

Work-Related Illness and Injury Reporting

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1014.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury or a disease arising out of and in the course of employment. This includes a disease that is a result of a work-related injury (I.C. § 22-3-6-1; I.C. § 22-3-7-10).

1014.2 POLICY

The West Lafayette Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state worker's compensation requirements.

1014.3 RESPONSIBILITIES

1014.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor and shall seek medical care when appropriate (I.C. § 22-3-3-1).

1014.3.2 REPORTING FORM AND WHERE TO REPORT FOR MEDICAL ATTENTION

Reporting Form and Where to report for medical attention:

[See attachment: Workman Comp Form and Medical Attention Instructions.pdf](#)

1014.3.3 DUTY LEVEL FORM

If an employee is unable to report for duty due to an injury a "duty level form" must be submitted to the members shift commander. For further details see the "Sick Leave" policy.

[See attachment: Level of Duty Form.pdf](#)

1014.3.4 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding worker's compensation are completed and forwarded promptly.

West Lafayette Police Department

Policy Manual

Work-Related Illness and Injury Reporting

1014.3.5 COMMANDER RESPONSIBILITIES

The Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chiefs' Office Manager.

Personal Appearance Standards

1015.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the West Lafayette Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms Standards Policy.

1015.2 POLICY

West Lafayette Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1015.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1015.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1015.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

West Lafayette Police Department

Policy Manual

Personal Appearance Standards

1015.3.3 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed. Waxed or twisted mustaches are not permitted.

1015.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1015.3.5 FACIAL HAIR

Facial hair, other than sideburns, mustaches and eyebrows, is prohibited, unless authorized by the Chief of Police or the authorized designee.

1015.3.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1015.4 APPEARANCE

1015.4.1 JEWELRY

For the purpose of this policy, jewelry refers to earrings, necklaces, bracelets, wristwatches and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than two earrings per ear.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1015.4.2 TATTOOS

- I. Purpose: This order presents standards for the display of tattoos and body art for department personnel.

West Lafayette Police Department

Policy Manual

Personal Appearance Standards

II. Policy: Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement. For this reason, all employees of the West Lafayette Police are prohibited from displaying any tattoo, body art, intentional scarring or dental ornamentation.

III. This policy covers all employees while on duty or representing the police department in any official capacity.

A. Officers and civilian employees are discouraged from making any mark on their body which would not be covered by a short sleeve shirt.

B. Officers or employees who have existing tattoos or body art are required to cover them with a long sleeve shirt and/or long pants as applicable.

C. Tattoos or body art applied on the neck, face, hands, or other areas which would prevent covering by the authorized uniform are strictly forbidden.

D. Bicycle officers may choose to cover lower body tattoos with a gauze bandage instead of long pants.

While on-duty or representing the West Lafayette Police Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene material.

1015.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the West Lafayette Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification or burning to create a design or pattern.

1015.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the West Lafayette Police Department in any official capacity. Such ornamentation includes, but is not limited to:

West Lafayette Police Department

Policy Manual

Personal Appearance Standards

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1015.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the West Lafayette Police Department in any official capacity.

1015.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1015.4.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

Conflict of Interest

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the West Lafayette Police Department.

1016.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1016.2 POLICY

Members of the West Lafayette Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1016.3 PROHIBITIONS

The Department prohibits the following types of personal or business relationships among members:

- (a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship (I.C. § 36-1-20.2-10).
 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.
 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Department FTOs and other trainers are prohibited from entering into

West Lafayette Police Department

Policy Manual

Conflict of Interest

or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

Badges, Patches and Identification

1017.1 PURPOSE AND SCOPE

The West Lafayette Police Department (WLPD) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1017.2 POLICY

Members of the Department will use the WLPD badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

1017.3 UNAUTHORIZED USE

The WLPD badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

- (a) Display or use the WLPD badge, patch or identification card for personal gain or benefit.
- (b) Loan the WLPD badge, patch or identification card to others or permit these items to be reproduced or duplicated.
- (c) Use images of the WLPD badge, patch or identification card, or the likeness thereof, or the West Lafayette Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs or social networking or websites.

1017.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

Department members shall promptly notify their supervisors whenever their WLPD badges, patches or identification cards are lost, damaged or are otherwise removed from their control.

1017.4 BADGES

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1017.4.1 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the WLPD badge shall not be used for any purpose without the express authorization of the Chief of Police.

West Lafayette Police Department

Policy Manual

Badges, Patches and Identification

1017.5 BUSINESS CARDS

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

Temporary Modified-Duty Assignments

1018.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law..

1018.2 POLICY

Subject to operational considerations, the West Lafayette Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1018.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Indiana Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury.

No position in the West Lafayette Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their law enforcement officer powers.

1018.4 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status.

West Lafayette Police Department

Policy Manual

Temporary Modified-Duty Assignments

1018.5 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1018.5.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

Speech, Expression and Social Networking

1019.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the West Lafayette Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen about matters of public concern.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1019.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the West Lafayette Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1019.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of West Lafayette Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

West Lafayette Police Department

Policy Manual

Speech, Expression and Social Networking

1019.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the West Lafayette Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:
 - 1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
 - 2. Expression that demonstrates support for criminal activity.
 - 3. Participation in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transports are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the West Lafayette Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

West Lafayette Police Department

Policy Manual

Speech, Expression and Social Networking

1019.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens, members may not represent the West Lafayette Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative
- (b) Endorse, support, oppose or contradict any social issue, cause or religion
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the West Lafayette Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1019.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1019.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

West Lafayette Police Department

Policy Manual

Speech, Expression and Social Networking

- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

Illness and Injury Prevention

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the West Lafayette Police Department, in accordance with the requirements of I.C. § 22-1-1-10 and I.C. § 22-8-1.1-2.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid.

1020.2 POLICY

The West Lafayette Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1020.3 ILLNESS AND INJURY PREVENTION

1020.3.1 SAFETY AND HEALTH REVIEW

The Captain of Special Services will review all accidents and exposure causation. The review should include recommendations for reducing the incidence of accidents and injuries, including changes to policy, training or equipment, as appropriate.

1020.4 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient.
- (c) Establishing and maintaining communication with members on health and safety issues.

1020.5 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

[See attachment: Workman Comp Form and Medical Attention Instructions.pdf](#)

Line-of-Duty Deaths

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the West Lafayette Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1021.2 POLICY

It is the policy of the West Lafayette Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1021.3 PROCEDURES

1021.3.1 DEATH OR LIFE THREATENING INJURY NOTIFICATION

1. The name of the injured or deceased officer will be released by the PIO or another person designated by the Chief of Police only after notification of the primary family members.

2. Notification will always be made by two or more persons. The Chief of Police, his representative, and/or pre-selected persons of the officer's choice will notify the family if time to assemble these persons exists. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the primary family.

West Lafayette Police Department

Policy Manual

Line-of-Duty Deaths

- a. If the above-suggested persons are not readily accessible, notification shall be made by a supervisor on-duty. The opportunity to get the family to the hospital prior to the demise of the officer is significantly more important than who delivers the notification.
 - b. If the family wishes to go to the hospital, they may be transported via department vehicle. It is highly recommended the family not drive themselves to the hospital.
 - c. If the primary survivors are not in close proximity to West Lafayette, the OIC shall request personal notification from a public safety agency from their locale.
3. As soon as most public safety families see you, they will know something is wrong.
- a. Ask to be admitted to the house. Do not make a notification on the doorstep.
 - b. Inform them slowly and clearly of the information you have on the incident.
 - c. It is important to use the officer's name during the notification.
4. If the officer has already died, relay that information. Do not give the family a false sense of hope.
5. Notifying personnel must be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack, anger, fainting, shock, etc.

1021.3.2 ASSISTING THE FAMILY AT THE HOSPITAL

- 1. If the injuries to the officer are likely fatal and it is possible for the family to visit their officer prior to death, they should be afforded the opportunity. There is definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.
- 2. A department representative should be present the entire time the family is at the hospital and should arrange whatever assistance the family may need.
- 3. A department representative will make arrangements for transportation of the family back to their residence or other desired reasonable destination.

Vacation and Personal Days

1022.1 VACATION AND PERSONAL DAYS

I. Purpose: This Policy sets forth the Vacation and Personal Day benefits for employees of the Police Department.

II. Policy: It is the policy of the West Lafayette Police Department to allow its employees to take Vacation time and Personal Days as allotted by the current work agreements with the city. All Vacation time and Personal Days are subject to availability as dictated by minimum shift coverage requirements, special events, training, etc. Occasionally a Vacation, Vacation days or Personal Days may have to be cancelled due to extenuating circumstances.

III. The Order:

A. All requests for Vacations, Vacation Days and Personal Days shall be directed to:

1. Patrol Officers and Patrol Sergeants submit their requests to their Patrol Lieutenant.
2. All personnel assigned to the Criminal Investigation Division submit their request to the C.I.D. Commander. The C.I.D. Commander submits his requests to the Deputy Chief. .
3. All personnel assigned to the Captain of Special Services submit their requests to their Captain.
4. Patrol Lieutenants submit their requests to the Captain of Patrol.
5. The Patrol Dispatch Officers submit their requests to the Head Dispatcher. The Head Dispatcher submits his/her requests to the Captain of Patrol.
6. Captains and the Secretary for the Chief and Deputy Chief submit their requests to the Chief of Police and Deputy Chief.
7. The Deputy Chief submits his/her requests to the Chief of Police.
8. The Chief of Police coordinates his/her requests with the Mayor.

B. All requests will be evaluated to determine the effect the employee's absence will have on the effective operation of department. The request will either be approved, or denied due to:

1. Staffing requirements.
2. Special events.

West Lafayette Police Department

Policy Manual

Vacation and Personal Days

3. Scheduled training.
 4. Other special circumstances.
- C. All work assignments, training, etc. will be governed as follows with regard to Vacation, Single or Multiple Vacation Days and Personal Days.
1. Vacation and the regular days off prior to and immediately after are protected from scheduling for overtime (except in an extreme emergency such as civil disorder, natural disaster, etc.).
 2. Single or multiple Vacation Days are protected, however any regular days off attached are not protected.
 3. Personal Days are not protected and may under certain circumstances have to be changed.
- D. Civilian Allotments: The allotment of Vacation and Personal Days for civilian employees shall be granted according to the current work agreement, and the City of West Lafayette Personnel Manual.
1. Civilian Employees shall be allowed to carry over Vacation Days in accordance with the current City of West Lafayette Personnel Manual to the next year. Personal Days may not be carried over to the next year.
 2. Civilian personnel may split vacation time up into smaller units than a day at a time.
- E. Sworn Personnel Allotments:
1. Personal Days
 - a) Each Sworn Officer of the department shall be allotted the number of Personal Days prescribed in the current work agreement with the City of West Lafayette.
 2. Vacation shall be allotted as follows:
 - a) 80 hrs. of vacation upon completion of 1 year of service (the officer MUST complete one full year of service before taking any vacation)
 - b) 120 hrs. of vacation from years two (2) through four (4) of service.

West Lafayette Police Department

Policy Manual

Vacation and Personal Days

- c) 160 hrs. of vacation from year five (5) through nine (9) of service.
- d) 200 hrs. of vacation from years ten (10) through fourteen (14) of service.
- e) 240 hrs. of vacation from fifteen (15) years of service and over.
- f) From two (2) years and up, an officer's vacation is granted within the calendar year if that officer completes the specified number of years service anytime in that calendar year.

3. Carry Over:

- a) Sworn Officers may not carry over any Personal Days or Vacation Time to the next year.
- b) Under extreme and rare conditions an exception can be granted upon authority of the Chief of Police.

Bereavement Leave

1023.1 BEREAVEMENT LEAVE

1023.1.1 PURPOSE

The purpose of this policy is to set guidelines for funeral leave for regular full time Police Department employees.

1023.1.2 POLICY

It is the policy of the West Lafayette Police Department to provide Bereavement Leave to its regular full time employees when appropriate

1023.2 THE ORDER

1023.2.1 REQUEST FOR TIME OFF

Bereavement Leave must be arranged with the Chief of Police through the employee's immediate supervisor.

1. Employees will be allowed up to five days of paid leave for the death of a spouse, child, or step-child.
2. Employees will be allowed up to three days of paid leave for the death of a member of the immediate family or household. Some examples of the immediate family or household would include the employee's sibling, parent, step-mother/father, grandparents, spouse's mother/father, spouse's step-mother/father, spouse's siblings, and significant others. However, this may not be an all-inclusive list.
3. Employees will be allowed one day of paid leave for the death of an aunt/uncle, or a spouse's grandparents or step brother/sister.
4. Employees will be allowed $\frac{1}{2}$ day of paid leave to attend a funeral service for a co-worker.
5. Additional paid leave may be granted at the discretion of the Chief of Police when deemed necessary.

IDACS Coordinator Compensation Policy

1024.1 IDACS COORDINATOR COMPENSATION POLICY

1024.1.1 PURPOSE

To establish a written guideline regarding compensation for the department IDACS coordinator and assistant coordinator.

1024.1.2 POLICY

The following guidelines are to be followed regarding compensation for the Police Department IDACS coordinator and assistant IDACS coordinator.

1024.2 PROCEDURE

1024.2.1 ELIGIBILITY REQUIREMENTS

In order to be eligible to receive the pay, the following criteria must be satisfied:

1. The employee must be an IDACS certified operator.
2. The employee must have been an IDACS coordinator or assistant IDACS coordinator for the entire calendar year to receive the full compensation. Those serving less than a full year will have their compensation pro-rated.

1024.2.2 PAY PROCEDURES

1. Neither sick leave nor excused time (i.e.: vacations, personal holidays, bereavement time) is detracted from the calculation.
2. All department IDACS coordinators and assistant IDACS coordinators who satisfy the Eligibility Requirements will receive the pay, regardless of rank or seniority.
3. The IDACS coordinator and assistant IDACS coordinator pay will be paid on the last paycheck of each calendar year.

Wellness Time

1025.1 WELLNESS TIME

1025.1.1 PURPOSE

This policy establishes the Wellness Time benefit for sworn employees of the Police Department.

1025.1.2 POLICY

It is the policy of the West Lafayette Police Department to allow its sworn employees to earn Wellness Time as allotted by the current work agreements with the City. All redeemed Wellness Time is subject to availability as dictated by minimum shift coverage requirements, special events, training, etc. Occasionally, Wellness Time may have to be canceled and it is not guaranteed. The Department retains the right of regulation for Wellness Time.

1025.2 THE ORDER

- A. Wellness days are to be given as follows: One (1) wellness day for each six (6) month period of perfect attendance (no sick time) for a total of not more than two (2) wellness days per calendar year.
- B. The earned wellness day must be taken during the next six (6) month period after it was earned.
- C. The six (6) month periods run as follows: January 1 to June 30 and July 1 to December 31.
- D. All requests to redeem wellness time are to be made to the immediate supervisor of the requesting employee.

Health and Wellness Testing

1026.1 WELLNESS TESTING

1026.1.1 PURPOSE

The purpose of this policy is to provide members of the department with information about their general health and wellness and to be proactive with preventative care for sworn employees.

1026.1.2 POLICY

All sworn personnel shall, on an annual basis, submit to a medical examination in the form of a physical.

1026.1.3 PROCEDURE

A. Sworn personnel shall, on an annual basis, submit to a medical examination with the physician or practitioner of their choosing.

B. Upon completion of the examination, members shall submit documentation to the Chief of Police or his designee. This documentation need only confirm that the member was examined by a physician or practitioner and the date of that appointment.

C. Each member shall submit this documentation no later than December 31st of each year.

1026.2 HEART SCAN

1026.2.1 PURPOSE

The purpose of this policy is to provide members of the department with information about their cardiac health and to be proactive with preventative care for sworn employees.

1026.2.2 POLICY

All sworn personnel shall submit to a heart scan upon request by the Chief of Police.

1026.2.3 PROCEDURE

Upon completion of the procedure, members shall submit documentation to the Chief of Police or his designee. This documentation need only confirm that the member completed the procedure and the date of that appointment.

Police Officer Lateral Entry Program

1027.1 POLICE OFFICER LATERAL ENTRY PROGRAM

1027.1.1 PURPOSE

The purpose of the policy is to define the process used to guide the department on allowing officers with previous Law Enforcement experience to lateral transfer into our agency.

1027.1.2 POLICY

It will be the policy of the department to recognize an applicant's previous law enforcement experience by providing a starting salary commensurate with the applicant's tenure in law enforcement.

1027.2 THE ORDER

A. In order to be considered for employment with this agency, applicants must meet all established pre-employment minimum requirements, as well as successfully complete all testing, screening, and background screening components. To be eligible for consideration within the lateral entry program the applicant must have had powers of lawful arrest and authorized to carry a weapon.

All applicants wanting to be considered for the lateral entry program must possess an Indiana Law Enforcement Academy Certification or meet all of the requirements for the I.L.E.A. Waiver Requirement.

1. Law Enforcement Experience is defined as: fulltime employment with a local, county, state, or federal agency that has primary responsibility for law enforcement and arrest powers.

2. For the purposes of the Lateral Entry Program, military experience does not qualify.

B. The Lateral Entry Program will provide up to a maximum of three (3) years of starting salary/pay incentives for qualified candidates. Calculations for years of service will not include partial/seasonal years of service. The Lateral Entry Program does not recognize rank or seniority rights from the officer's previous employment. The below information will be used as a guide for entry-level salaries.

An officer granted employment under lateral entry shall begin employment as a probationary officer for pay, benefits and merit. Upon successful completion of the F.T.O. program, the lateral entry officer shall be granted pay and benefits as outlined in this policy, but will remain in a probationary status for merit for a period not to exceed one year as required by Merit Commission Rules and Regulation (Article II, Section L (1)).

1. Academy certification and one (1) year of law enforcement experience will equal the pay grade of a Patrol Officer, second class.

2. Academy certification and two (2) or more years of law enforcement experience will equal the pay grade of a Patrol Officer, first class.

West Lafayette Police Department

Policy Manual

Police Officer Lateral Entry Program

C. Candidates accepting employment through the Lateral Entry Program will be entitled to the following vacation leave during their first year of employment upon successful completion of the F.T.O. program.

1. Two (2) or more years of law enforcement experience completed will be entitled to 40 hours vacation.
2. One hundred (108) hours of Personal Holiday time, which will be prorated for the employee's start date.
3. At the completion of the first year of employment the employee will receive additional vacation time based on current department policy and procedures.

D. Candidates wanting to be considered for the Lateral Entry Program must meet all of the requirements of the 1977 Indiana Police and Fire Pension Fund (PERF), and be accepted into the Pension Fund.

1. Out of state candidates and other applicants not currently a member of this fund must not have reached their 36th birthday at the time of employment.

Education Tuition Assistance Program

1028.1 EDUCATION TUITION ASSISTANCE PROGRAM

1028.1.1 PURPOSE

The purpose of this policy is to set guidelines for when officers can request tuition assistance to further their education and development.

1028.1.2 POLICY

It is the policy of the police department to continue to encourage and provide opportunities for officers to further develop through university based education and training related to law enforcement duties.

1028.1.3 PROCEDURE

- A. Eligible Employees: Any full-time sworn member of the police department may request educational tuition assistance.
- B. Courses must be pre-approved by the office of the Chief or designee before the employee enrolls in the course.
- C. Courses must be taken outside of the employee's normal work hours.
- D. No more than eight (8) credit hours of course work can be taken in one semester/quarter at an accredited college or university.
- E. Tuition assistance shall not exceed the in-state per credit hour rate established by Purdue University for the same time period in which the course was taken.
- F. Tuition assistance will only be paid for tuition cost associated with a course. No registration fees, no lab fees, no books, computer fees, or other university fees will be paid.
- G. Upon a failure to complete course work or achieve a grade of C or above, the member shall repay the cost of the course to the City within 30 days of the posting of grades. Failure to repay the City within 30 days will result in a payroll deduction to obtain the repayment.

AUTHORIZED LEAVES OF ABSENCE

1029.1 AUTHORIZED LEAVES OF ABSENCE

I. The Order:

Officers may be excused from active duty for a period of up to seven (7) days for emergencies by obtaining permission from the Chief. These authorized leaves of absence may be granted by the Chief for deaths in the immediate family, or other serious or critical illness in the immediate family.,

- A. During such temporary leave of absence the officer will receive full compensation.
- B. If the officer desires to be excused from duty for any period of more than seven (7) days, permission for such authorized leave of absence must be obtained from the Board of Public Works and Safety, and he will receive no compensation.
- C. Civilian personnel shall be subject to section #13 of the West Lafayette Personnel Manual regarding Personal Leave.

Departmental/Personal Use Lockers

1030.1 DEPARTMENTAL/PERSONAL USE LOCKERS

1030.1.1 PURPOSE

This order defines the issue and use of personal lockers.

1030.1.2 POLICY

This agency will assign personal lockers, which are for the storage of personal and department issue property, and are subject to routine inspections.

1030.2 THE ORDER

1030.2.1 ALL DEPARTMENT PERSONNEL WILL

1. Be assigned a locker by the Chief of Police, Division Commander, or designee.
 - a) There will be no random selecting of lockers.
 - b) No lockers are to be switched or changed without prior approval from the Officer's Division Commander.
2. Secure their locker with a padlock.
3. Be responsible for complying with the provisions of this Order.

1030.2.2 LOCKER INSPECTIONS

1. Routine and random inspections may be conducted by the Chief of Police, respective Division Commanders, or designees.
 - a) To insure compliance with this Order.
 - b) Conducted by the Chief of Police, Division Commander, Shift Commander, or Sergeant will be done with the Officer present.

1030.2.3 LOCKER USE

1. Lockers are to be used to secure department and personal property.
 - a) No evidence or contraband is to be stored in these lockers at any time.
 - b) Property kept in these lockers will be stored in a neat and orderly fashion.
 - c) Lockers are to be kept locked at all times when the officer is not present.
 - d) Unauthorized material on outside of lockers.
 - a) No materials are to be clipped, taped, posted, or in any other manner placed on the outside of lockers, unless being used for a bona fide police matter over a short period of time.

Facilities Hygiene

1031.1 FACILITIES HYGIENE

1031.1.1 PURPOSE

The purpose of this policy is to ensure the proper hygiene of the Police Department Facility is maintained.

1031.1.2 POLICY

In order to portray a positive, competent image, all sworn and non-sworn personnel shall be required to maintain their work area, as well all common areas of the Police Department facility neat, clean and presentable.

1031.1.3 THE ORDER

A. Gum: All gum and gum wrappers shall be placed in a trash receptacle. Gum shall not be spit out onto the floor or parking lot area.

B. Break area: All personnel shall clean up after themselves after using the break area. All dishes and utensils are to be washed by the persons who used them. Any dirty dishes or utensils left in the sink or on the counter area shall be thrown away at 08:00 hours each morning.

C. General Facilities Hygiene: In general, nothing is to be left on the floor in the hallways or other common floor areas of headquarters. Hallways should generally be clear of carts and all other debris. Trash cans should be emptied when full, or at the end of the shift if food items have been placed in the receptacle. All common areas of headquarters shall be kept in a neat, clean and orderly state. Shift/Division Commanders shall be responsible for making sure that this policy is adhered to.

Fire Escape and Emergency Evacuation Routes & Procedures

1032.1 PURPOSE

This Order establishes the suggested emergency evacuation routes to be used in the event of fire or other emergency.

1032.2 POLICY

All department personnel will review the suggested escape routes and have advance knowledge of the safest route for them to use in the event of emergency evacuation from their assigned work area. All employees will share this knowledge with all visitors to the Police Department during an emergency evacuation.

1032.3 THE ORDER

- A. Supervisors will assure that all personnel assigned to their command are aware of the suggested emergency evacuation route for their assigned areas.
- B. Maps of the suggested escape routes will be posted in every major work area of the Police Department. The Commanding Officers of each area will assure that the maps remain posted in a "plain view" area near the exit door of the area.
- C. In the event of emergency evacuation, the On-Duty Shift Commander shall notify:
 1. Appropriate emergency services (fire, ambulance, other area police agencies, etc.).
 2. All Senior Staff Officers, starting with the Chief.
 3. The Mayor

West Lafayette Police Department
Policy Manual

Chapter 11 - Police Merit Commission

Police Merit Commission Table of Contents

1100.1 POLICE MERIT COMMISSION TABLE OF CONTENTS

Table of Contents:

Article I – Commission Rules

- A. Quorum
- B. Officers
- C. Meetings
- D. Maintenance of Records
- E. Budget
- F. Hearings before the Commission
- G. Adoption of Rules and Regulations

Article II – Member Appointment

- A. Application Process
- B. Examination Process
- C. Truth Verification Test
- D. Background Investigation
- E. Interview with Police Review Board
- F. Interview with the Commission
- G. Eligibility List
- H. Additional Requirements
- I. Filling Vacancies
- J. Conditional Offer of Employment
- K. Eligibility Requirements under the 1977 Policeman's Pension Fund (PERF)

- L. Probationary Members
- M. State and Federal Laws
- N. Furnishing Information to Applicants

West Lafayette Police Department

Policy Manual

Police Merit Commission Table of Contents

Article III – Rules of Conduct

- A. Definition of Terms
- B. Gender
- C. Role of the Chief of Police
- D. Duties of Members
- E. Regulations for Members of the Police Department

Article IV – Discipline

- A. Offenses Which Require Disciplinary Action
- B. Disciplinary Action by the Commission
- C. Procedures for Disciplinary Action
- D. Summary Discipline
- E. Appeals to the Court
- F. Precedence

Article V – Promotions

- A. Factors Governing Promotions
- B. Selection for Eligibility for Promotion
- C. Eligibility List
- D. Written Competitive Promotional Examinations
- E. Performance Ratings
- F. Length of Service Score
- G. Eligibility for Promotion
- H. Probationary Period
- I. Appeal
- J. Furnishing Information to Members Eligible for Promotion

Article VI – Merit Awards

- A. Merit Awards
- B. Group Awards

West Lafayette Police Department

Policy Manual

Police Merit Commission Table of Contents

C. Recommendation for an Award

D. Awards Board

E. Awards Processing

F. Awards Approval

G. Commendations by the Chief

H. Award Commendation

I. Retroactive Awards

Police Merit Commission Article I

1101.1 POLICE MERIT COMMISSION ARTICLE I

ARTICLE I - COMMISSION RULES

The purpose of this Article is to establish the basic rules under which the Commission shall operate.

A. Quorum.

Three members of the Commission shall constitute a quorum for the transaction of business.

B. Officers.

The Commission shall elect a president, a vice-president and a secretary.

- (1) Term of Office. The officers of the Commission shall hold office for a term of one year.
- (2) Election of Officers. Each January, the members of the Commission shall elect the three officers from its own membership.
- (3) Vacancies and Removals. Membership vacancies and removals shall be filled by the procedure set forth in IC 36-8-3.5-7.
- (4) Duty of the President. The President shall be the principal executive officer of the Commission and, subject to the control of the Commission, shall in general, supervise and control all of the business and affairs of the Commission. The President shall, when present, preside at all meetings of the Commission and shall preside as President of any hearing, including disciplinary hearings, before the Commission.
- (5) Duty of the Vice-President. In the event of absence or incapacity to serve, on the part of the President of the Commission, the Vice-President shall function in the President's place.
- (6) Duty of the Secretary. The Secretary shall:
 - a) keep the minutes of all meetings.
 - b) see that all notices are duly given in accordance with the provisions of these Commission rules and in accordance with IC 5-14-1.5-5 and 5-14-1.5-6.1.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article I

- c) sign with the President or Vice-President, any rules, regulations, orders which are adopted by the Commission.
- d) perform such other duties as from time to time may be assigned by the President or the Vice-President.
- e) maintain the eligibility list of applicants for hire and for promotion.

(7) Delegation of Authority. The Commission shall have the authority to delegate functions and duties of an administrative nature to officials or members of the Police Department of the City of West Lafayette, Indiana, or to any other persons. However, in no event, shall the delegation of specific functions or duties be construed as abandonment of its authority. The Commission will, at all times, retain its option to maintain concurrent administration of the function or duty, or to rescind its prior delegation. The Commission shall not have the power to delegate its rule-making function to any person or persons whatsoever.

(8) Employees. The Commission shall be empowered to retain the services of legal counsel. The Commission shall be empowered to employ the services of a stenographer or court reporter to take notes of all meetings and hearings to aid the Secretary of the Commission in the performance of his duties.

C. Meetings.

(1) Regular Meetings. The Commission shall hold one regular meeting each month.
a) The regular meeting shall be held in the West Lafayette City Hall, unless otherwise changed by the Commission.

(2) Special Meetings. Special meetings of the Commission may be held at any time and at any place within the City of West Lafayette, Indiana when called by the President of the Commission, or by the Vice-President in the absence or incapacity of the President. A special meeting may be called by the joint action of two (2) members of the Commission. It shall be necessary that a quorum be present to conduct a special meeting.

(3) Adjourned Meetings. Adjourned meetings of any regular or special meeting may be held, if announced prior to the termination of the meeting which is to be adjourned, at which time, the time, place, and purpose of such adjourned meeting shall be announced.

(4) Open Door Law. In all cases, meetings shall conform with IC 5-14-1.5, Indiana's Open Door Law.

(5) Notice of Meetings.

a) The Secretary shall notify all members of the Commission of the special meetings. Such notice may be given in writing, by telephone, by personal contact or by any electronic means.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article I

- b) The Secretary shall coordinate with the Office of the West Lafayette Clerk-Treasurer to notify the media by January 1 of each year of the regular meeting dates for the coming year. The Secretary or his/her designee will also provide notice to the media of any special meetings at least 48 hours in advance of the special meeting.
- c) The regular, special and adjourned meetings of the Commission are open to the public, except Executive Sessions held in accordance with I.C. 5-14-1.5-6.1, if the purpose of such special or adjourned meeting is the transaction of business of the Commission.
- d) All notices shall state the time, the place, and the purpose of the meeting.

(6) Conduct of Meetings. The rules of parliamentary procedure as set forth in Roberts Rules of Order shall govern meetings and proceedings before the Commission insofar as the same is not inconsistent with the rules of this Commission or the laws and statutes of the State of Indiana.

D. Maintenance of Records.

(1) Permanent Record. A permanent record of all acts and actions of the Commission shall be maintained by the West Lafayette Clerk-Treasurer.

a) The permanent records of the Commission shall be open for inspection at all times in accordance with I.C. 5-14-3 et seq.; except the personnel records which shall be open to inspection only to the person named thereon, or to his duly authorized representative, or to other persons who, in the judgment of the Commission have a lawful or legitimate reason for such inspection.

(2) Confirmation of Records of Prior Meeting. The first order of business of any regular meeting shall be the reading of the minutes of the previous meeting. At such time, the record may be amended, corrected or modified before final confirmation. The rescission, amendment, modification or affirmation of a prior action shall be noted on the margin of the record pertaining to the original action, as well as in full detail in the records of the subsequent meeting at which the modifying action was taken

(3) Record of Oral and Documentary Evidence. A complete record shall be kept of all oral and documentary evidence in any hearing before the Commission.

(4) Records of All Hearings Shall Be Kept. In all hearings before the Commission, a complete record of the entire proceedings shall be kept. In the event of any appeal from the finding and/or order of the Commission, a transcript shall be prepared containing the record of the hearing along with the finding and order of the Commission, this transcript shall thereupon be made available to the court having jurisdiction of such appeal.

(5) Transcript to Court within Thirty (30) Days after Summons Issued On Appeal from Any Order or Finding of the Commission. A certified copy, certified by the President or the Vice-President

West Lafayette Police Department

Policy Manual

Police Merit Commission Article I

and the Secretary, shall be delivered and filed in the court having jurisdiction of any appeal from any order or finding of the Commission within thirty (30) days after service of summons.

(6) Written Examinations. The Commission is responsible for the aptitude test given to applicants and the promotional test given to members seeking to be promoted. The Commission may hire outside sources to prepare and administer examinations under its control. The Commission shall adopt procedures for both written exams that comply with its Rules and Regulations.

E. Budget

The Commission shall establish an annual budget in an amount for the necessary expenses to carry out its purposes. Said budget shall be submitted to the Common Council of the City of West Lafayette to be included in its budget.

F. Hearings before the Commission.

All hearings held by the Commission on disciplinary matters shall be held in conjunction with Special Meetings of the Commission.

(1) Conduct of Hearings. All hearings before the Commission shall be held in such a manner as to obtain all facts material to the hearing, to protect the proper interests of all parties, and to render findings in accordance with the evidence presented.

(2) Procedure of Hearings. The procedures for the conduct of any hearing shall conform to the rules set forth in the Indiana Rules of Court.

(3) Power to Review Action. The Commission specifically retains the right and authority to review action taken by it on any matter, and after review, may rescind, modify or amend action previously taken.

(4) Appeals of Performance Ratings. The appeal to the Commission for review of a performance rating by a member and the resultant hearing of the appeal shall not constitute a hearing or require a special meeting of the Commission under this Section. However, the hearing of an appeal on a performance rating requires a quorum of the Commission, and a recording of the minutes of such hearing shall be retained in the files of the Commission.

G. Adoption of Rules and Regulations.

The Commission shall adopt the rules necessary to carry out its duties and powers as set forth in the Statute creating the Commission.

(1) Adoption of Regulations. Each rule and regulation to be adopted shall be reviewed in full at a duly noticed special or regular meeting open to the public. After the review, questions may be raised concerning the rule; thereafter a vote shall be taken upon the proposed rules or regulations.

West Lafayette Police Department
Policy Manual

Police Merit Commission Article I

- (2) Regulations Prospective Only. All rules and regulations are prospective and shall have force and effect as of the time of their adoption by the Commission.
- (3) Regulations Binding on Commission. All rules and regulations shall be binding upon the Commission and all other parties from the time of adoption until modified, rescinded or amended by proper action at a regular or special meeting.
- (4) Promulgation of Regulations. Upon the adoption of any rule or regulation, the Commission shall print such rule and regulation and furnish a copy to each member, and shall incorporate the rule or regulation in the regular minutes of the meeting at which such rule or regulation is adopted.
- (5) Permanent Record of Regulations. All rules and regulations shall be kept in a permanent record, properly indexed, for ready reference. The master copy of this permanent record of rules and regulations shall be maintained by the West Lafayette Clerk-Treasurer or other designee.
- [Amended June 12, 2006]
- (6) Each Regulation to be Numbered and Dated. Each regulation shall be numbered and dated as of the date of adoption.
- (7) Amendments to the Rules. Amendments to the rules shall take effect upon such time as all members of the department have been furnished copies, or thirty (30) days after their adoption, whichever occurs later. The Chief will inform the Commission of the date on which copies have been furnished to all members of the department.

Police Merit Commission Article II

1102.1 POLICE MERIT COMMISSION ARTICLE II

ARTICLE II - MEMBER APPOINTMENT

The purpose of this Article is to establish the qualifications and rules necessary for the selection and appointment of members of the West Lafayette Police Department.

A. Application Process.

(1) Application Forms. All applicants for appointment as a member of the Police Department shall obtain an application form from the City of West Lafayette Human Resources Department, from the West Lafayette Police Department website, or from a West Lafayette Police Department employee. The Commission shall review the application forms used to consider applicants for compliance with all federal and state laws.

(2) Completion of Application. All information requested in the application forms shall be filled out to the best knowledge and belief of the applicant. Any misrepresentation made in the application forms by the applicant may render the applicant ineligible for any position with the Police Department. Failure to provide all required information with the application will result in the application being rejected. The applicant must resubmit the entire application package in order to be considered for the hiring process.

(3) Limitation. Each applicant who has submitted a complete application package must take the next available agility and aptitude test. If the applicant fails to take the next available agility and aptitude test, the applicant must resubmit the application package to be reconsidered for the hiring process.

(4) Applicant Information. An applicant must supply the following along with the completed application form:

- a) birth certificate or satisfactory evidence of date and place of birth;
- b) copy of high school diploma or G.E.D. certificate or high school transcript showing graduation;
- c) copy of military Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable;
- d) valid driver's license or application for valid driver's license.

(5) Initial Eligibility Requirements.

- a) Citizen. An applicant must be a citizen of the United States of America.
- b) Age. An applicant must be, at the time of application to be a member, at least twenty-one (21) years of age and less than thirty-six (36) years of age. However, the age requirements do not apply to a person who has previously been employed as a member of the West Lafayette Police Department.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article II

- c) Character. An applicant must be of “good moral character” as determined by the Commission after review of all the requirements set forth in this Article.
- d) Felony Conviction. An applicant shall not be appointed, reappointed or reinstated if he or she has a judgment of conviction for a felony.
- e) High School Graduate. An applicant must be a graduate of a duly accredited high school or have received a G.E.D. certificate.
- f) Other Criteria. In addition to the above, an applicant must have one of the following:
 - (i) completed 60 semester hours or 90 quarter hours of post-secondary education at an accredited college, university or technical school with at least a 2.0 GPA based on a 4.0 grading scale;
 - (ii) honorably completed 2 years of active service in the U.S. Military and received an Honorable Discharge or General Discharge (Under Honorable Conditions); or
 - (iii) completed 2 years of employment as a full-time law enforcement employee.

B. Examination Process. An applicant must take and pass minimum agility and aptitude tests to determine physical condition and general aptitude prior to being considered for employment.

(1) Physical Agility Test. The Commission shall adopt a physical agility test with the following minimum standards:

- a) muscular strength;
- b) muscular endurance;
- c) cardiovascular endurance;
- d) musculoskeletal flexibility.

The physical agility test shall not discriminate on the basis of sex and shall reflect the essential functions of the job. An applicant must meet or exceed these standards at the time of the application to be eligible to take the aptitude test and be considered for employment.

(2) General Aptitude Test. The Commission shall adopt a general aptitude test as part of the applicant's testing process. The general aptitude test shall:

- a) reflect the essential functions of the job;
- b) be administered in a manner that reasonably accommodates the needs of applicants with disabilities.

Each applicant must score at least 75% in each category on the test and receive an overall score of at least 80%. Failure to meet either of these criteria will result in the applicant being removed from the hiring process.

(3) Biennial Review. The Commission shall review all aspects of the testing process at least once every two years and periodically adopt procedures for conducting the test.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article II

C. Interview with Police Review Board. An internal review board, consisting of members of the Department, as selected by the Chief, shall interview and rate the applicant. The Board's scores and comments for the applicant shall be forwarded to the Commission. Failure of an applicant to receive a combined average score of 75 or greater from the Police Review Board will result in the applicant being removed from the hiring process.

The Chief shall submit the format used by the internal review board to the Commission for approval.

D. Background Investigation. A background investigation, including a criminal background, is to be completed by the police department. After the background investigation has been completed, the Police Review Board shall assign a score of up to a maximum of 60 points. The points assigned by the Police Review Board are conditional. The Commission shall review the background investigation and either affirm or change the score given by the Police Review Board.

E. Polygraph Exam. After an applicant has gone through a background investigation, the applicant shall then submit to a polygraph exam, administered by a qualified polygraph examiner. In the event an applicant shows deception, or makes admissions that preclude that applicant from employment, the applicant shall be removed from the hiring process.

F. Interview with the Commission. All applicants remaining in the hiring process shall be interviewed by the Commission. The Commission shall then score the applicant based on the following weights given to the criteria set forth above:

- (1) examination - 10%
- (2) police review board interview - 35%
- (3) background investigation - 20%
- (4) Commission interview - 35%

A minimum weighted score of 75% is necessary for the applicant to be placed on the eligibility list.

G. Eligibility List. The Commission shall then place the qualified applicants on an eligibility list ranked from highest to lowest score, which eligibility list shall be certified to the Board of Works. If an applicant for original appointment reaches his or her thirty-sixth (36th) birthday, the applicant's name shall be removed from the eligibility list. An applicant remains on the list for two (2) years from the date of their first certification. If an applicant is removed from the eligibility list after two (2) years, then the applicant may reapply and begin the hiring process again.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article II

H. Additional Requirements. The Commission, after review, may establish additional standards as a condition of employment above the minimum standards set out above.

I. Filling Vacancies. The Chief shall notify the Commission in writing when a vacancy occurs in the department. The Commission shall then provide the Chief with the name of the applicant having the highest score on the Eligibility List. The applicant shall then:

- (1) be re-administered the physical agility test;
- (2) undergo an updated criminal background investigation to determine if the applicant is of continued good character.

J. Conditional Offer of Employment. The Chief shall inform the Commission after the physical agility test and the updated criminal background investigation has been re-administered. If the applicant passes these criteria, then the Commission may extend to the applicant a conditional offer of employment.

K. Eligibility Requirements under the 1977 Policeman's Pension Fund (PERF).

- (1) Conditional Appointment. An applicant's appointment is conditional on meeting the provisions for membership in the 1977 Police Officers' and Firefighters' Pension and Disability Fund (PERF) under IC 36-8-8-1 et seq.
- (2) Physical and Mental Examination. After the Commission extends a conditional offer of employment to an applicant, the Commission shall administer the baseline statewide physical and mental examination as prescribed by the PERF board. (IC 36-8-8-19)

L. Probationary Members.

- (1) Probationary Period. All applicants who pass the physical and mental examination as prescribed by the PERF board will become probationary members for a period not to exceed one (1) year. Probationary members shall be rated in the same manner as other members of the department. If the Commission is notified by the Chief that the probationary member is not performing satisfactorily, the Commission shall notify the member in writing:
 - a) that the member is being reprimanded;
 - b) that the member is being suspended; or
 - c) that the member will not receive a permanent appointment.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article II

(2) Termination of Employment. If the Commission finds that the probationary member will not receive a permanent appointment, the member's employment shall terminate immediately.

(3) No Property Interest. Probationary members do not have a property interest in their position until such time as they become a permanent member.

(4) Termination of Probationary Period. If the Chief presents no finding prior to the end of the one (1) year probationary period, a member will automatically be considered a regularly employed member.

(5) Residential Requirement. Within six (6) months of appointment, a member shall reside within Tippecanoe County or a contiguous county.

M. State and Federal Laws.

(1) Rules Subject to Federal and State Law. These rules and regulations regarding the employment of members shall be subject to all state and federal laws. If the Chief becomes aware of any changes in the law that would affect these rules, he or she is to notify the Commission so that the necessary amendments may be made.

(2) Chief's Responsibilities. The Chief shall notify the Commission when an applicant's offer of employment is no longer conditional (after PERF has approved the applicant for the 1977 Fund).

N. Furnishing Information to Applicants . A Commissioner who knowingly furnishes information to an applicant for original appointment that gives that person an advantage over another person commits a Class D felony.

Police Merit Commission Article III

1103.1 POLICE MERIT COMMISSION ARTICLE III

ARTICLE III - RULES OF CONDUCT

The purpose of this Article is to give guidance and direction to the members of the West Lafayette Police Department regarding the Rules, Regulations and Information promulgated by the City of West Lafayette Police Merit Commission. These Rules and Regulations are intended to establish a pattern of operation which will lead to the highest efficiency of this Department, for greater public service to the City; and at the same time provide guidance and protection to the sworn officers of the Department.

A. Definition of Terms. These definitions shall apply throughout each Article of these Rules and Regulations.

- (1) Chief. The Chief of Police, as appointed by the Mayor of the City of West Lafayette, Indiana or anyone who acts as the designee of the Chief.
- (2) Commanding Officer. A superior officer in charge of a division during a tour of duty. The Chief is the commanding officer of the entire Department.
- (3) Superior Officer. A member having supervision, either temporarily or permanently, over members of a lower rank.
- (4) Ranking Officer. A commanding officer, a superior officer, or the member on the scene at the time whose permanent appointment to the Department was prior to that of any other member present at the time. The Chief may delegate responsibility for command of a detail or situation to an officer regardless of the member's rank or tenure status. In that event, said member shall be the ranking officer.
- (5) Member. An officer of the Department regardless of rank, gender, division, or duty.
- (6) Manual. A copy of the Rules and Regulations as promulgated by the Commission, which copy may be in print or various electronic formats. [new 02.14.2011]
- (7) On Duty. That period during which a member is actively engaged in the performance of the member's duties whether on a regular tour of duty or during an emergency.
- (8) Off Duty. That period during which a member is free from specified routine duty.
- (9) Special Duty. That period during which the member is assigned to perform duties which are not regular routine duties.
- (10) Order. Any instruction given by a ranking officer to a subordinate either written or oral.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

- (11) General Order. A permanent instruction issued by the Chief, generally relating to a general circumstance or situation.
- (12) Special Order. A written statement designed to give general departmental guidelines in regard to specific areas, issued by the Chief or Deputy Chief.
- (13) Departmental Procedure. A general order, policy statement or special order, issued by the Chief.
- (14) Truth Verification System. A polygraph machine or equivalent which is used to seek the truth from someone being administered the test.

B. Gender. This document is intended to be gender neutral, however, any reference throughout Articles I through VI of these Rules and Regulations to the masculine gender shall be deemed to include the feminine and neuter genders unless the context otherwise requires.

C. Role of the Chief of Police.

(1) Duties. The Chief shall be the commanding officer of the entire Department, subject to the laws of the United States, the State of Indiana, the Ordinances of the City of West Lafayette and the Rules and Regulations of the City of West Lafayette Police Merit Commission. The Chief shall devote his or her whole time and energy exclusively to the discharge of the duties of the Chief.

The Chief shall see that all laws of the State, Ordinances of the City, and Rules and Regulations of the Commission are enforced and followed, in so far as it is possible, by the members under his or her command, and that all offending members are reported to the proper tribunals for discipline.

The Chief may designate another member to act on his or her behalf.

(2) Powers. The Chief shall have the power to promulgate such orders to the members as may be deemed proper. It shall be the duty of all members to render to the Chief, and to orders, implicit obedience in conformity to the laws and ordinances and to such rules and regulations as the Commission may adopt from time to time.

(3) Custody of Property. The Chief shall have custody and control of all books, records, machines, tools, implements, apparatus or equipment of any kind necessary for use in the and of all public property pertaining to, connected with and belonging to the City.

(4) Reports. The Chief shall cause to be made to the Commission such reports as it may require from time to time.

D. Duties of Members. Members should understand that these rules and regulations are not expected to cover each specific case which may arise in the discharge of their duties, but that some things must necessarily be left to the intelligence, discretion, good judgment and good sense of the individual member.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

(1) Access to Manual. Each member shall have access to the Manual and shall keep up to date at all times regarding changes to any rule or regulation as communicated to them by their superiors. [revised 02.14.2011]

(2) Familiarity with Rules. Each member shall study the contents of the police manual and shall familiarize himself with all rules and regulations governing the Department. He shall also familiarize himself with the laws of the State and the ordinances of the City.

(3) Violation of Rules. Strict obedience to these rules shall be required. Members shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the Department, whether stated in these rules and regulations or elsewhere. Violation shall result in discipline under Article IV.

E. Regulations for Members of the Police Department.

(1) Unbecoming Conduct. Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon any member, or that which impairs the operation or efficiency of the Department or its members.

Members shall maintain a level of conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Members shall not participate in any incident which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute, including but not limited to:

- a) use of profane language in public;
- b) loss of temper and self-control;
- c) discourteous treatment of a citizen or fellow law enforcement officer;
- d) loud, boisterous, vulgar, indecorous, clownish or obtrusive behavior in public;
- e) repeating rumors or falsehoods concerning a fellow officer, or holding a fellow officer up to ridicule;
- f) knowingly submitting a false report to the Department;
- g) knowingly withholding information from the Department, the prosecuting attorney, or any court in which the officer is a witness;
- h) be guilty of any violation of criminal and/or traffic laws.

(2) Reporting for Duty. Members shall report for duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

(3) Courtesy. Members shall be courteous to each other and to the public. Members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, members shall not use violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, sexual orientation, lifestyle or other personal characteristics.

(4) Identification. Members shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty or when holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

(5) Personal Appearance.

- a) Members on duty shall wear uniforms or other clothing in accordance with established departmental procedure.
- b) Except when acting under proper and specific orders from a superior officer, members on duty shall maintain a neat, well-groomed appearance and shall style their hair according to departmental procedure.

(6) Conformance to Laws.

- a) Members shall obey all laws of the United States and the laws of any state and local jurisdiction in which the member is present.
- b) A conviction for the violation of any law shall be *prima facie* evidence of a violation of this section.

(7) Insubordination. Neglect or Disobedience of Orders. Members shall promptly obey any lawful orders of a superior or commanding officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.

Elements. Neglect or disobedience of orders.

- (a) That there was in effect a certain lawful order or regulation;
- (b) That the accused had a duty to obey it; and
- (c) That the accused violated or failed to obey the order or regulation.

(8) Conflicting or Illegal Orders.

- a) Members who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the superior officer issuing the conflicting order. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

superior officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the previously issued order, rule, regulation or directive.

b) Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the issuing officer to clarify the order. The member shall report the illegal order to the Chief or Deputy Chief.

If the Chief or Deputy Chief issued the illegal order, then the member shall report the illegal order to a member of the Commission.

(9) Dissemination of Information. Members shall treat all official information received in the performance of their duty (whether on duty or off duty) as confidential. Official information shall be disseminated to those for whom it is intended as set forth in departmental procedure.

Members may not remove or copy any official records except as provided by departmental procedure. Members may not divulge the identity of persons giving confidential information except as authorized by proper authority.

(10) Possession and Use of Alcohol.

a) Members shall not possess or consume intoxicating liquors of any kind while on duty or in uniform. In the event of a special investigation or undercover work, this rule may be waived by the Chief of Police, to the extent that drinking intoxicating liquor may be permitted, but never to the extent of intoxication in such an assignment. [Amended June 12, 2006]

b) Members shall not appear for duty, or be on duty, while under the influence of intoxicating beverages to any degree whatsoever, or with an odor of intoxicating beverages on their breath or person.

(11) Use of Alcohol While Off Duty. Members, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the member unfit to report for their next regular tour of duty.

(12) Alcoholic Beverages and Drugs in Municipal Buildings. Members shall not store or bring into any public facility, building or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens except those items that are to be held as evidence.

(13) Possession and Use of Drugs. Members shall not possess or use any controlled substances, narcotics, or hallucinogens except where the member is being treated by a physician or dentist, who has prescribed the drug. If a member is under a physician's care and being treated with any of the above, the member shall immediately notify his commanding officer.

(14) Leaving Duty Post or Absence Without Leave. Members shall not leave their assigned duty post during a tour of duty except when authorized by proper authority.

Elements. Absence without leave.

- (a) That a certain authority appointed a certain time and place of duty for the accused;
- (b) That the accused knew of that time and place; and

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

(c) That the accused, without authority, failed to go to the appointed place of duty at the time prescribed, or went from the appointed place of duty after having reported at such place.

(15) Neglect of Duty.

Elements: Neglect of duties

- (a) That the accused had certain duties;
- (b) That the accused knew or reasonably should have known of the duties; and
- (c) That the accused was (willfully) (through neglect or culpable inefficiency) derelict in the performance of those duties.

Explanation of neglect of duties

- (a) Duty. A duty may be imposed by statute, regulation, lawful order, or standard operating procedure.
- (b) Knowledge. Actual knowledge of duties may be proved by circumstantial evidence. Actual knowledge need not be shown if the individual reasonably should have known of the duties. This may be demonstrated by regulations, training or operating manuals, or testimony, testimony of persons who have held similar or superior positions, or similar evidence.
- (c) Derelict. A person is derelict in the performance of duties when that person willfully or negligently fails to perform that person's duties or when that person performs them in a culpably inefficient manner. "Willfully" means intentionally. It refers to the doing of an act knowingly and purposely, specifically intending the natural and probable consequences of the act. "Negligently" means an act or omission of a person who is under a duty to use due care which exhibits a lack of that degree of care which a reasonably prudent person would have exercised under the same or similar circumstances. "Culpable inefficiency" is inefficiency for which there is no reasonable or just excuse.
- (d) Ineptitude. A person is not derelict in the performance of duties if the failure to perform those duties is caused by ineptitude rather than by willfulness, negligence, or culpable inefficiency, and may not be charged under this article, or otherwise punished.

(16) Fictitious Illness or Injury Reports. Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the City as to the condition of their health.

(17) Sleeping on Duty. Members shall remain awake while on duty. If unable to do so, they shall report to their commanding officer, who shall determine the proper course of action.

(18) Meals. Members shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of taking meals during their tour of duty, but only for such period of time, and at such time and place, as established by departmental procedure.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

(19) Unsatisfactory Performance. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the function and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the applications of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade, or position; the failure to take appropriate action on the occasion of crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered *prima facie* evidence of unsatisfactory performance:

- a) Repeated poor evaluations;
- b) Written record of repeated infractions of rules, regulations, directives or orders of the Department.

(20) Off Duty Employment.

- a) Members may engage in off duty employment subject to the following limitations:
 - (i) such employment shall not interfere with the member's employment with the Department;
 - (ii) members shall submit a written request for off-duty employment to the Chief, who shall determine whether the member may engage in off duty employment;
 - (iii) members shall not engage in any employment or business involving bail bond agencies, any work for private investigative agencies, private guard services, collection agencies or attorneys without the written consent of the Chief.
- b) Approval of off duty employment may be denied by the Chief where it appears that:
 - (i) the member will be unavailable during an emergency;
 - (ii) the member will be physically or mentally exhausted to the point that his performance may be affected;
 - (iii) the member will require special consideration in scheduling of his regular duty hours; or
 - (iv) the member will bring the Department into disrepute or impair the operation or efficiency of the Department or its members.

(21) Use of Tobacco. Members, when in uniform, may use tobacco as long as:

- a) they are not in a formation;
- b) they do not have to leave their assignment or post for the sole purpose of doing so;
- c) they are not engaged in traffic direction and control; or
- d) they are not in an area, public or private, that prohibits smoking.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

When they are in direct contact with the public, members must obtain permission to use tobacco from the public with whom they are in direct contact.

(22) Gifts, Gratuities, Bribes or Rewards. Members shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the member or the Department if it may reasonably be inferred that the person, business, or organization

a) seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty;

b) has an interest which may be substantially affected directly or indirectly by the performance of an official duty.

(23) Abuse of Position.

a) Members shall not use their official position, official identification card or badge for

(i) personal or financial gain;

(ii) obtaining privileges not otherwise available to them except in the performance of duty;

(iii) avoiding consequences of illegal acts.

b) Members shall not authorize the use of their name, photograph or official title which identifies them as an officer, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.

(24) Endorsements and Referrals. Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional or commercial services (e.g. attorney, ambulance, towing service, bondsman, mortician, etc.). In case of ambulance or towing services, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall proceed in accordance with established departmental procedure.

(25) Citizen Complaints. Members shall courteously and promptly record in writing any complaint made by a citizen against any member or the Department. Members may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from filing a complaint against any member or the Department. Members shall follow established departmental procedure for processing complaints.

(26) Request for Assistance. When any person applies for assistance or advice, or makes a complaint or report, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedure.

(27) Personal Associations. Members shall avoid regular or continuous association or dealings with persons who they know, or should know, are persons under criminal investigation or

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

indictment, or who have a reputation in the community or the Department for present involvement in illegal and criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of personal relationship.

(28) Visiting of Prohibited Establishments. Members shall not knowingly visit, enter or frequent any establishment wherein the laws of the United States, the state or local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.

(29) Gambling. Members shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty or while acting under proper or specific orders from a superior officer.

(30) Public Statements and Appearances. Members shall not publicly criticize or ridicule the Department, its policies or other members, by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard.

Members shall not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondent to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Members may lecture on "police" or other related law enforcement subjects only with the prior approval of the Chief.

(31) Reporting Illness or Injury. In case of illness or injury, members must report the facts to their commanding officer without delay.

(32) Surrender of Property. Members who are dismissed or resign shall immediately surrender to the Chief all equipment owned by the City and the Department.

(33) Accident Reports Affecting the City. Members shall make a complete detailed report of all accidents or personal injuries which may result in a lawsuit against the City.

(34) Police Auction. Members shall not be allowed, directly or indirectly, to purchase goods sold at any auction held by the Department.

(35) Report of Stolen or Damaged Property. Members shall immediately report to their shift commander lost or damaged property owned by the City or the Department.

(36) Labor Activity.

a) Members shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law or directed by the Mayor.

b) Members shall not engage in any strike against the City or Department.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

(37) Payment of Debts. Members shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in the unusual or severe cases.

Repeated instances of financial difficulty may be cause for disciplinary action. Voluntarily filing a petition for bankruptcy relief is not a cause for discipline. Members shall not co-sign or act as surety for any debt of a superior officer.

(38) Telephone Service. Members shall have telephone service and shall immediately report any changes of telephone numbers or addresses to their superior officer or any other person as may be appropriate.

(39) Intervention.

a) Members shall not interfere with cases being handled by other officers or by any other governmental agency, unless:

(i) ordered to intervene by a superior officer; or

(ii) the intervening officer believes, beyond a reasonable doubt, that a manifest injustice would result from failure to take immediate action.

b) Members shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their commanding officer unless the situation requires immediate police action.

(40) Departmental Reports. Members shall submit all necessary reports on time and in accordance with established departmental procedure. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or cause to be entered any inaccurate, false or improper information, or withhold information from the Prosecuting Attorney or from any court.

(41) Processing Property and Evidence. Property or evidence which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with established departmental procedure. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedure.

(42) Abuse of Process. Members shall not make false accusations of a criminal or traffic charge.

(43) Use of Department Equipment. Members shall utilize the Department's equipment for its intended purpose only, in accordance with established departmental procedure, and shall not abuse, damage or lose Department equipment. All Department equipment issued to members shall be maintained in proper repair.

(44) Operating Vehicles. Members shall operate official vehicles in a careful and prudent manner with due regard, obeying all laws and all departmental orders pertaining to such operation.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

Loss or suspension of any driving privileges shall be reported to the member's commanding officer immediately.

(45) Firearms. Members shall carry firearms in accordance with federal, state and local laws and established departmental procedure.

(46) Truthfulness. Upon the order of the Chief or a superior officer, members shall truthfully answer all questions asked of them which are specifically directed and narrowly related to the scope of employment and operation of the Department.

(47) Use of Truth Verification and Medical Examinations, Photographs and Lineups.

a) Upon the order of the Chief, members shall submit to truth verification examinations which are specifically directed and narrowly related to a particular internal investigation being conducted by the Department. Whenever a complaint from a citizen is the basis for the investigation, the matter is noncriminal, and no corroborating information has been discovered, members shall not be required to submit to a truth verification examination unless the citizen also submits to a truth verification examination which is specifically directed and narrowly related to the complaint.

b) Upon the order of the Chief, members shall submit to any medical, ballistic, chemical, photographic, lineup or any other examination or test. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular investigation being conducted by the Department.

(48) Disclosure of Personal Information. Upon the order of the Chief, members shall submit financial or other personal information statements in accordance with departmental procedures.

The order for disclosure shall only be given in connection with a complaint in which this information is material to an investigation.

(49) Treatment of Persons in Custody. Members shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with federal, state and local laws and departmental procedure.

(50) Use of Force. Members shall not use more force in any situation than is reasonably necessary under the circumstances. Force shall be used only in accordance with federal, state or local laws and the Department's "Use of Force" policy.

(51) Use of Weapons. Members shall not use or handle weapons in a careless or imprudent manner. Weapons shall be used only in accordance with federal, state or local laws and departmental procedure.

(52) Arrest, Search and Seizure. Members shall not make any arrest, search or seizure which they know or should know is not in accordance with any federal, state or local law or departmental procedure.

(53) Political Activity.

a) Subject to Section b, members shall be permitted to:

West Lafayette Police Department

Policy Manual

Police Merit Commission Article III

- (i) register and vote in any election;
- (ii) express opinions as individuals, privately and publicly, on political issues and candidates;
- (iii) attend political conventions, rallies, fund raising functions and similar political gatherings;
- (iv) sign political petitions as individuals;
- (v) make financial contributions to political organizations;
- (vi) hold membership in a political party and participate in its functions to the extent consistent with federal, state and local law and with the rules and regulations set forth in this section;
- (vii) otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

b) Members are prohibited from:

- (i) using their official capacity on the Police Department to influence, interfere with or affect the results of an election;
- (ii) serving as paid election officials;
- (iii) engaging in any political activity while on duty and/or in uniform;
- (iv) posting or delivering any campaign materials in City property;
- (v) seeking or accepting campaign funds from subordinates.

c) Pursuant to IC 36-8-3-12, members may:

- (i) be candidates for elective office and serve in that office if elected;
- (ii) be appointed to any office and serve in that office if appointed;
- (iii) as long as they are not in uniform and not on duty, solicit votes and campaign funds and challenge voters for the office for which they are candidates.

(54) Immoral Conduct. Members shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession.

Members shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers, or causes the Department to be brought into disrepute.

(55) Examination by Police Physician. Members may be required to submit to an examination by a physician chosen by the Chief when the Chief determines that a member's physical or mental condition may adversely affect the member's ability to perform his duties. The physician shall submit a report to the Chief with his findings regarding the member's physical and mental condition.

Police Merit Commission Article IV

1104.1 POLICE MERIT COMMISSION ARTICLE IV

ARTICLE IV - DISCIPLINE

The purpose of this Article is to supplement the disciplinary action the Police Merit Commission may take as set forth in I.C. 36-8-3.5-17 through 19.

A. Offenses Which Require Disciplinary Action.

(1) Offenses. I.C. 36-8-3.5-17(b) states that disciplinary action may be taken for the following offenses:

- a) conviction of a crime;
- b) neglect of duty: This offense is defined in Article III.E.(15) of these rules and regulations;
- c) neglect or disobedience of orders: This offense is defined in Article III. E. (7) of these rules and regulations;
- d) continuing incapacity;
- e) absence without leave: This offense is defined in Article III.E.(14) of these rules and regulations;
- f) immoral conduct: This offense is defined in Article III.E.(54) of these rules and regulations;
- g) conduct injurious to the public peace or welfare;
- h) conduct unbecoming a member: This offense is defined in Article III.E.(1) of these rules and regulations.
- i) furnishing information to an applicant for appointment or promotion that gives that person an advantage over another applicant; or
- j) a finding of a breach of the rules of conduct as set forth in Article III of these Rules and Regulations.

B. Disciplinary Action by the Commission. Pursuant to I.C. 36-8-3.5-17(a), the Commission may take the following disciplinary action against a regular member of the department:

(1) Actions Available.

- a) Suspension with or without pay;
- b) Demotion; or

West Lafayette Police Department

Policy Manual

Police Merit Commission Article IV

c) Dismissal;

(2) Remuneration. If a member is suspended, that member is entitled to the member's remuneration and allowances for insurance benefits to which the member was entitled before the suspension. In the event the City of West Lafayette is providing other fringe benefits to the suspended member, the City may continue to provide those benefits. The Commission shall determine if a member who is suspended in excess of five (5) days shall continue to receive the member's salary during the suspension.

(3) Fair Administration. All discipline shall be administered firmly, promptly, fairly and judiciously. In no event shall personal bias or discrimination affect the handling of disciplinary matters.

C. Procedures for Disciplinary Action. Pursuant to I.C. 36-8-3.5-17(c), the procedure for charging a member with a violation of this Article IV(A) is as follows:

(1) Charges and Hearing. If the Chief, after an internal investigation, prefers charges against a member for an alleged breach of departmental rules and regulations (including any civilian complaints for an alleged breach of Subsections (A)(1)(f), (A)(1)(g) or (A)(1)(h)), a hearing shall be conducted AT THE REQUEST OF THE MEMBER CHARGED.

a) Within five (5) days of requesting a hearing, the parties (being the officer charged and the Chief of police) may designate, by agreement, a hearing officer. Said hearing officer must be qualified by education, training or experience.

b) If the parties do not agree with this five (5) day period, the Commission may hold the hearing.

c) The Commission may, in its discretion, designate a person or board, who is qualified by education, training, or experience, to conduct the hearing. Such person or board may not be in an upper level policy making position.

d) The hearing must be held within thirty (30) days of the member's request. Continuations of the hearing may be granted by the Commission for good cause.

e) If the member fails to request a hearing within five (5) days of the charges being preferred, the Commission shall review the findings of the Chief and take disciplinary action against the member under Section B(1).

(2) Notice. Notice of a hearing shall be in writing and served upon the member charged either by personal service or by leaving a copy of the notice at the member's last and usual place of residence. The notice shall be given at least fourteen (14) days prior to the date set for the hearing.

a) The notice must state the following:

- (i) the time and place of the hearing;
- (ii) the charges against the member;

West Lafayette Police Department

Policy Manual

Police Merit Commission Article IV

- (iii) the specific conduct that comprises the charges;
 - (iv) that the member is entitled to be represented by counsel or another representative of the member's choice;
 - (v) that the member is entitled to call and cross-examine witness;
 - (vi) that the member is entitled to require the production of evidence; and
 - (vii) that the member is entitled to have subpoenas issued, served, and executed.
- b) The Commission may:
- (i) compel the attendance of witnesses by issuing subpoenas;
 - (ii) examine witnesses under oath; and
 - (iii) order the production of books, papers, and other evidence by issuing subpoenas.

(3) Refusal to Cooperate. If a witness refuses to appear at the hearing after receiving written notice requiring his attendance, or refuses to produce evidence that the Commission requests by written notice, the Commission may file an affidavit in the Tippecanoe Circuit Court setting forth the facts of the refusal. The Judge of the Tippecanoe Circuit Court shall issue a summons for service by the Sheriff of Tippecanoe County requiring the appearance of the witness or the production of information or evidence.

a) Contempt. Disobedience of the summons constitutes contempt of the Tippecanoe Circuit Court. Expenses for the filing of the affidavit and issuance of the summons shall be charged to the witness, unless the Court finds that the witness acted in good faith and with reasonable cause. Otherwise all expenses shall be charged to the Commission.

(4) Burden of Proof. Any decision to discipline a member shall be made only if the preponderance of the evidence presented at the hearing indicates such course of action.

(5) Review. In the event a hearing was conducted by a hearing officer or board, other than the Commission, the member may appeal any decision by said hearing officer or board to the Commission within ten (10) days of the decision. The Commission may then affirm, modify, or reverse the decision based upon the record and any oral or written testimony (including additional or newly discovered evidence) that the commission determines.

(6) Records of Hearings. The Commission (including any hearing officer or board) shall keep a record of any disciplinary proceedings. The Commission shall give a free copy of the transcript to the member upon request if an appeal is filed.

D. Summary Discipline.

(1) Actions of Chief. Pursuant to I.C. 36-8-3.5-19, the Chief may, without a hearing, choose to summarily discipline a member, which discipline may include an oral reprimand, a reprimand

West Lafayette Police Department

Policy Manual

Police Merit Commission Article IV

in writing, or suspend without pay for a maximum of five (5) working days. One (1) day shall be equal to eight (8) hours of paid time.

(2) Commission Notification. If the Chief reprimands a member in writing or suspends a member, then, within forty-eight (48) hours, the Commission shall be notified in writing of the following:

- a) member's name;
- b) member's rank;
- c) discipline imposed;
- d) the reasons for the discipline imposed.

(3) Review Request. A member who is reprimanded or suspended may request, in writing, within forty-eight (48) hours of notification of the summary discipline, that the Commission review the summary discipline. The Commission may either affirm or reverse the Chief's decision.

(4) Hearing on Summary Discipline. The Commission may hold a hearing, at its discretion, to review the Chief's summary disciplinary actions. If a hearing is held, the Commission shall give the member written notice of the hearing either by personal service or by leaving a copy of the notice at the member's last and usual place of residence. The notice shall be given at least fourteen (14) days before the date set for the hearing and shall contain all of the provisions of Subsection C (2) above.

(5) Back Wages. If the Commission reverses the actions of the Chief, the member who was suspended is entitled to any wages withheld as a result of the suspension.

E. Appeals to the Court. Pursuant to I.C. 36-8-3.5-18, a member has the following rights with regard to a decision of the Commission:

(1) Right of Appeal. If a member is suspended for more than ten (10) calendar days, demoted, or dismissed by the Commission, that member may appeal the Commission's decision to the Circuit or Superior Court of Tippecanoe County.

(2) Indiana Trial Rules. All appeals to the court shall be filed according to the Indiana Rules of Court except:

- a) the appeal must be verified and filed within thirty (30) days of the Commission's decision;
- b) the City of West Lafayette shall be the sole defendant;
- c) the City of West Lafayette is assumed to deny all allegations and does not need to file a responsive pleading;
- d) the member must file a bond at the time of filing the appeal conditioned on the member prosecuting the appeal to a final determination and paying the court costs incurred in the appeal;

West Lafayette Police Department
Policy Manual

Police Merit Commission Article IV

e) the Commission shall file a transcript of all papers, entries, and other parts of the record relating to the case within thirty (30) days after service of summons.

(3) Priority. The appeal shall take precedence over other litigation pending before the court.

F. Precedence. In the event Indiana statute is in conflict with any rules of the Commission, the Indiana statute shall take precedence.

Police Merit Commission Article V

1105.1 POLICE MERIT COMMISSION ARTICLE V ARTICLE V - PROMOTIONS

The purpose of this Article is to adopt, promulgate, supervise and enforce rules and regulations that will govern promotions of members of the Police Department.

A. Factors Governing Promotions.

- (1) Factors. The following four factors shall be used for rating a member below the rank of Deputy Chief for the purpose of promotion:
- a) the scores received by a member on a written competitive promotional examination;
 - b) the performance record of a member as hereinafter defined;
 - c) the number of years of service as a member;
 - d) the performance on the oral competitive interview.

B. Selection for Eligibility for Promotion.

- (1) Composite Points for Sergeant, Lieutenant or Captain. Any member who desires to be placed on an eligibility list for promotion to a rank of Sergeant, Lieutenant or Captain shall be qualified as to rank and length of service as set forth below. The weight given to the factors set forth in Section A above shall be as follows:

- a) Thirty percent (30%) for a written competitive promotional examination, based upon the most recent results of a written promotional examination administered within the past two (2) years;
- b) Forty percent (40%) for the average of the last 6 performance ratings prior to the date an eligibility list is created;
- c) Ten percent (10%) for length of service calculated to the date the date an eligibility list is created;
- d) Twenty percent (20%) for the oral competitive interview administered when there is eligibility for promotion.

(2) Other Qualifications for Promotion.

- a) All promotions to any rank shall be from the next immediate lower rank without regard to division.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article V

- b) Members who are eligible to take the promotional exam are only those members who, at any time during the calendar year in which the member takes the promotional exam, have been or will become members for a minimum of three (3) years.
- c) The member being promoted must have served at the lower rank for a minimum of two (2) years, except for Sergeant, in which case the member must have served at the lower rank for a minimum of three (3) years.
- d) However, the two-year minimum in-service requirement for Lieutenant and Captain may be waived on a case-by-case basis if the Commission finds particular circumstances exist which make the requirement contrary to the best interest of the Police Department.

C. Eligibility List.

When a vacancy occurs, the Commission shall establish an eligibility list for promotion. The eligibility list for a position consists of members who have been placed on the list in the order of their cumulative score on all rating factors as set forth above in Section B(1). The eligibility list shall be maintained for two (2) years from the date of certification, after which time the list shall be retired and a new list established. The retired list shall be kept for five (5) years and then destroyed. [Revised 4/14/2014]

D. Written Competitive Promotional Examinations.

(1) **Written Exam.** A written competitive promotional examination shall be given to those eligible members seeking to be promoted to the rank of Sergeant, Lieutenant, or Captain. The examination shall be given annually in February. The results of the examination are valid for two (2) years from the date of the examination. Members may take the examination each year; however, the score from the most recent examination shall be used in calculating the score for the eligibility list. The Commission shall notify the members of the written materials from which the questions will be taken. The Commission may employ instructors, purchase materials, and make other expenditures to provide information for those taking the examination. Members seeking promotion will sign up for the examination in the City of West Lafayette Human Resources Office.

Study guide materials may be loaned to individuals who sign up for the examination.

(2) **Grading.** The grading of the examination shall be graded on the basis of one hundred percent (100%) for a perfect score. Such score shall then be converted to the thirty percent (30%) factor as used for determining composite points for promotion.

(3) **Administration.** Preparation and grading of the written promotional examinations shall be under the administration of the Commission. In no event shall the persons grading the examinations be permitted to know the names of the member who has written the examination which is being graded. The Commission shall keep all written examinations confidential.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article V

(4) Notification of Score. After the exams are scored, the Commission shall notify each member in writing of the score received on the examination. Said score shall become a part of the permanent file of the member. The member is entitled to access his file at any time.

(5) Commission Supervision. The examination papers shall be kept under the Commission's supervision.

(6) Appeal of Score. A member who disagrees with his score on the written examination may appeal to the Commission for review of the score.

a) The member must file the appeal within ten (10) days after the date the Commission sends the score to him.

b) The member may review the test questions which were incorrectly answered by him and challenge the answers considered correct by the test examiner.

c) The Commission shall either affirm the score or correct the score according after a review of the findings.

(7) Retention of Exams. The examination papers shall be retired after the two (2) year period for which the eligibility list is valid. The retired examinations shall be retained for five (5) years and then destroyed.

E. Oral Competitive Interviews with the Commission. The Commission shall interview members seeking promotion after they have taken the written examination. The interviews shall be completed prior to the end of April.

(1) Interview Calculation. The interview shall be graded on the basis of twenty (20) points for a perfect score. The member's score shall then be used in calculating the score for the eligibility list.

F. Performance Ratings.

(1) Ratings Procedure. Performance ratings shall be made every six (6) months for each member below the rank of Deputy Chief. The performance rating shall be conducted by the member's superior and reviewed by the commanding officer of the member. The performance rating shall be submitted to the Chief and kept on file permanently in his office. The Chief shall notify each member of their rating in writing.

a) The Commission shall determine the form to use for performance ratings;

b) If a member is aggrieved with the performance rating, the member shall have the right to appeal to the Commission for a review of the rating within ten (10) days after notice of the rating;

c) The Commission, after reviewing the rating, shall have the authority to affirm or change the rating.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article V

(2) Rating Calculation. The past performance ratings to be used for eligibility for promotion of a member shall be the arithmetic average for the member's last six (6) performance rating scores received at any rank. Such score shall then be converted to the forty percent (40%) factor as used for determining composite points for promotion.

G. Length of Service Score.

(1) Seniority Calculation. Seniority scores shall be calculated to the date of the certification of the eligibility list at the rate of one (1) point for each year served on the department for promotion to the ranks of Sergeant, Lieutenant and Captain. No points are given for less than a full year served.

(2) Military Service. Military service, while on leave from the Department, shall be included in the seniority score.

(3) Maximum Seniority Score. The maximum possible score for seniority shall be twenty (20) points for promotion to the ranks of Sergeant, Lieutenant and Captain. Such score shall then be converted to the ten percent (10%) factor as used for determining composite points for promotion.

H. Eligibility for Promotion.

(1) Vacancy. When a vacancy in rank occurs, the Commission shall certify, in writing, to the Chief, the members having the three highest scores on the eligibility list for promotion to that rank

(2) Chief's Recommendation. Within six (6) months of receiving the certified names from the Commission, the Chief shall recommend one (1) of eligible members for promotion to the vacant rank.

(3) Promotion. Upon the recommendation of the Chief, the Commission shall promote the member to the vacant rank.

I. Probationary Period. All promotions shall be considered as probationary for a period not to exceed one (1) year from date of appointment.

(1) Review by Superior. At the end of the first year of probation, the probationary member's superior shall review the member's performance and recommend to the Commission that:

- a) the promotion be granted permanent status;
- b) the promotion be revoked.

(2) Rating the Probationer. Probationary members shall be rated in the same manner as other members of the department. The Commission shall review the report and decide what action should be taken.

West Lafayette Police Department
Policy Manual

Police Merit Commission Article V

(3) Review. The probationary member is entitled to appear before the Commission and be heard on any matter he considers detrimental in the report.

- a) The probationary member may be represented by counsel or another representative of his choice.
- b) If the promotion is revoked, the member may not be returned to a rank lower than that he held before the promotion.

J. Appeal. The member aggrieved by actions of the Commission, other than making the promotion permanent, may appeal those actions, within thirty (30) days of the action, to the Tippecanoe Circuit or Superior Court. The City of West Lafayette shall be the sole defendant in any appeal to the courts.

K. Furnishing Information to Members Eligible for Promotion. A Commissioner who knowingly furnishes information to a member eligible for promotion that gives that person an advantage over another person commits a Class D felony.

Police Merit Commission Article VI

1106.1 POLICE MERIT COMMISSION ARTICLE VI

ARTICLE VI – MERIT AWARDS

The purpose of this Article is to establish the system whereby members of the West Lafayette Police Department may be recognized and commended for meritorious service. West Lafayette Police Department sworn officers as well as civilian personnel are eligible for recognition through this merit awards system.

A. Merit Awards. Merit awards in the following categories may be awarded:

(1) Gold. Gold awards are for actions above and beyond the call of duty, in the face of certain and imminent danger to life and limb. Awards at this level are reserved for those acts that are performed in the course of a dangerous incident to save and/or protect the life of a colleague or citizen without regard of self. These acts often result in great cost when performed, including the loss of life. Recipients shall display the highest level of professionalism, competence, leadership, and clear thinking throughout the dangerous incident whether these actions are performed while on or off duty.

(2) Silver. Silver awards are for actions above and beyond the call of duty that disregard the potential danger to self. Actions in this category are of a lesser nature than actions required to be recognized by a Gold award.

(3) Bronze. Bronze awards are for actions above and beyond the call of duty. Actions in this category are of a lesser nature than actions required to be recognized by a Silver award.

(4) Additional Awards.

a) Injury on Duty. For injury sustained while in direct performance of the officer's duty to the public which requires hospitalization. The injury must be sustained while making an arrest, patrolling, or performing a service directly to the public.

b) Good Conduct. For four consecutive years of good conduct.

c) Safe Driving. For four consecutive years without a chargeable official vehicle traffic accident.

d) Educational. For completion of a college degree while an employee of the West Lafayette Police Department or 1100 hours of certified police training.

e) Exceptional Service. For any act judged to be exceptional in nature. This may be a single arrest, an investigation, or a series of arrests, programs, or functions at an exceptional level.

f) Officer of the Quarter. For outstanding achievement throughout a calendar quarter that brings credit to the Police Department and which involves performance well above and beyond that required by an officer's basic assignment.

West Lafayette Police Department

Policy Manual

Police Merit Commission Article VI

g) Officer of the Year. For outstanding achievement throughout the year that brings credit to the Police Department and which involves performance well above and beyond that required by an officer's basic assignment.

h) Unit/Shift Citation. For sworn members of a Unit/Shift who exhibit exceptional professional skill and conduct during a coordinated law enforcement initiative.

i) West Lafayette Police Department Distinguished Citizen's Award. For a citizen who at grave and imminent personal danger provides extraordinary service to the West Lafayette Police Department or substantially assists in the apprehension of a criminal.

j) West Lafayette Police Department Citizen's Award. For citizens or organizations who have aided the West Lafayette Police Department.

B. Group Awards. Gold, Silver, or Bronze awards may be awarded as a group award in situations involving multiple officers whose individual roles cannot be measured or weighted against the actions of other officers involved in the incident. Rather, it is for those officers who, acting in concert with each other, display a high level of teamwork in controlling a disturbance or bringing an incident under control.

C. Recommendation for an Award. Any employee of the Police Department may submit a nomination for any award, except Officer of the Quarter and Officer of the Year which shall be nominated by the member's shift supervisor. The nomination should fit the outlined criteria. The Police Department shall develop a standard nomination form for approval by the Commission.

D. Awards Board. The Chief of Police or his designee shall chair the Awards Board. Other members of the Awards Board, appointed by the Chief, shall include one of the Patrol Lieutenants, the Criminal Investigation Division Lieutenant, one of the Patrol Sergeants, and the Criminal Investigation Division Sergeant. One of the Police Merit Commissioners, appointed by the Commission President, shall also serve on the Awards Board. Members of the Awards Board shall be appointed when this amended article takes effect and each January.

E. Awards Processing. Recommended awards shall be submitted to the Awards Board for review and processing. All members of the Awards Board shall be in attendance for awards processing. The Awards Board shall meet as required. The decision as to whether a member's service warrants a merit award and the degree of commendation is a matter of judgment and shall be the responsibility of the Awards Board. The Awards Board in its deliberations should consider the application of one or more of the following attributes by the member recommended for an award:

Attention to detail

Exemplary performance

Persistence

West Lafayette Police Department

Policy Manual

Police Merit Commission Article VI

| | | |
|------------|---------------------------|-----------------------|
| Courage | Fast thinking | Physical dexterity |
| Courtesy | Good judgment | Professionalism |
| Dedication | Ingenuity | Steadfastness |
| Diligence | Imagination | Sustained performance |
| Efficiency | Investigative proficiency | Tact |
| Endurance | Leadership | Teamwork |

F. Awards Approval. A majority vote of the Awards Board is required for approval of all awards.

In addition to the approval of the Awards Board, a majority vote of the Police Merit Commission is required to award a Gold, Silver, or Bronze Merit Award.

G. Commendations by the Chief. The Chief is authorized to issue letters of commendation for meritorious performance of a lesser nature than that outlined in this article. Copies of such letters of commendation shall be provided to the Commission so that they may be entered into the record.

H. Award Commendation. The award commendation shall include:

(1) Citation. A citation of the facts of the action shall be set forth at the time the recipient is commended. Citations shall be entered into the record of the Commission and made a part of the recipient's personnel record. Commendations should also be noted in the member's performance rating for the period in which the commendation was received.

(2) Certificate. A citation certificate, suitable for framing, shall be given to the recipient. The certificate should be delivered to the recipient at an appropriate ceremony in the presence of fellow members of the West Lafayette Police Department.

(3) Recognition Bar. For members who receive a Gold, Silver, or Bronze award, the member shall receive a Merit Recognition Bar.

I. Retroactive Awards. Awards authorized by this article may be made retroactive to the date of employment provided the award criteria can be documented.

West Lafayette Police Department
Policy Manual

Chapter 12 - City Employee Personnel Manual

City Employee Personnel Manual

1200.1 CITY EMPLOYEE PERSONNEL MANUAL

Click the following link to view the West Lafayette Employee Personnel Manual:

[See attachment: City Employee Personnel Manual.pdf](#)

West Lafayette Police
Department Policy Manual
Policy Manual

Attachments

West Lafayette Police
Department Policy Manual
Policy Manual

DTF MOU.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

Civilian 6 Months Performance Evaluation.pdf



“Working to keep West
Lafayette a great community”

#consistently deliver high-quality
results,
#put residents/citizens first,
#approach city services with a
professional focus and development
of innovative solutions.

EMPLOYEE PERFORMANCE AND DEVELOPMENT REVIEW

| | |
|------------------------------------|---------------------------------|
| Employee Name: _____ | Title: _____ |
| Review Period: From _____ To _____ | Department: _____ |
| Evaluator Name: _____ | Title: _____ |
| Date of Evaluation: _____ | Previous Evaluation Date: _____ |

SECTION 1: Rating of Behavior Criteria/Supportive Comments

Evaluate the employee's ability to achieve or exceed the expected requirements of his/her job. Supportive comments (whether positive or negative) should be specific incidents that have occurred during the evaluation period.

- “4” - Consistently Outstanding: Consistently, to a high degree, exceeds expectations; constantly demonstrates high performance on this responsibility.
- “3” - Excellent: Exceeds expectations; work typically exhibits above required performance on this responsibility.
- “2” - Good: Meets expectations; satisfactory performance on this responsibility with some room for improvement.
- “1” - Improvement Required: Below expectations; needs significant improvement on this responsibility.
- Not Applicable: Too new in position to demonstrate competence OR category not applicable to this position (rarely relevant).

| Behavior Ratings | | |
|---|--------|--------------------------------|
| Behavior | Rating | Examples of Observed Behaviors |
| Job Knowledge/Skills – Familiar with and performs essential duties of the job, relevant policies and procedures, and with department and city operations; keeps informed of current information related to job. | | |
| Quality of Work – Pays attention to detail; completes tasks accurately; meets challenges and overcomes obstacles while maintaining high standards. | | |
| Productivity – Volume of work meets standards for position; achieves results and measurable goals within set time frames; works productively; makes good use of time. | | |
| Dependability – Understands that own actions have an effect on the department and others; avoids unscheduled absences, maintains scheduled work hours; arrives at work area on time and is ready to begin work promptly; adheres to break and meal schedules; meets department expectations in reporting absence or tardiness. (Does not include approved leaves, i.e., FMLA.) | | |
| Teamwork – Takes interest in others' opinions and in the work group; strives to make the group more effective through cooperation; demonstrates shared ownership, and interdependence with mutual trust and respect; can be counted on for positive reaction and support to team and colleague views and decisions. | | |
| Customer Focus – Committed to positive first impression and public perception; orientation toward satisfying the needs of customers; builds and maintains relationships with internal and external customers; listens, understands, anticipates and responds quickly and effectively to customer needs; shows a passion for improving services, processes. | | |

| | | |
|---|--|--|
| Relationships – Tact and diplomacy displayed when necessary; courtesy shown when addressing co-workers or citizens; creates a positive work environment and deals with others in a capable, professional manner; willing to use the proper chain of command. | | |
| Safety – Committed to preventing the accidental loss of City resources, including employees and physical assets; strives to eliminate foreseeable hazards as they relate to planning, operation, and maintenance of facilities and equipment; performs safe work habits for self and those of others in accordance with established procedures and safe work practices. | | |

SECTION 2: Overall Evaluation

Briefly summarize the overall strengths of the employee's performance for the current evaluation period, and the areas of focus for the employee's continued development for the next evaluation period.

| Summary | |
|--------------------|-----------------------|
| Areas of Strengths | Areas for Development |
| # | # |
| # | # |
| # | # |
| # | # |

SECTION 3: Goals and Objectives for Year Ending December 31, _____.

Provide a list of goals, objectives, and activities the employee is to be working on during the next evaluation period. Goals should be specific, measurable, and attainable.

List between 1 and 5 goals to be achieved during the coming year.

Employee Comments: _____

Employee Signature: _____ Date: _____
(to acknowledge receipt)

Evaluator Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

West Lafayette Police
Department Policy Manual
Policy Manual

Citizen Ride Along 2016.pdf

West Lafayette Police Department



Citizen Ride-Along

CITIZENS RIDE-ALONG POLICY

- I. Background: The West Lafayette Police Department will permit officers to have riders within certain departmental guidelines. Officers are reminded that this program is intended to offer citizens an opportunity to better understand what we as officers face on a daily basis. A person will be limited as to the number of times they are permitted to ride. Officers are also reminded that having a rider is a privilege, not a right, and as such certain minimum standards must be adhered to. Officers are cautioned to use good judgment with the ride-along program.
- II. Policy:
 1. Requesting citizens must complete and submit a Participation, Waiver, and Indemnity Agreement, together with any other forms required by the department, with all the information blocks completed. This form must be filled out for each request. These forms will be available from a shift commander.
 2. Completed requests must be turned in to the Chief's Office Monday – Friday, at least 24 hours prior to the date requested to have a rider. Incomplete forms cannot be processed. The same person is limited to riding once in every two-month period. All requests must be approved by the Chief or designee; however the shift commander will have “ultimate veto power” of any rider before or during a ride-along. It shall be the responsibility of the shift commander to return all completed agreements to the Chief’s office at the end of the tour of duty in which the rider participated.
 3. Officers shall instruct all riders that they are not to become involved in the calls officers respond to in any manner. The rider is present only to observe the officer. Officers may instruct the citizen in the use of the police radio; however, this usage must be restricted to emergencies that would prohibit the officer from using the radio.

4. No rider will be permitted to carry a firearm. The only exception to this rule would be if the person requesting the ride-along is a full time certified law enforcement officer. The certified law enforcement officer must have arrest powers granted in accordance with state law or federal regulations.
5. All riders are expected to be clean in appearance and dress appropriately while riding. No jeans or cutoffs will be permitted. Shirts will be free of any print that would be demeaning or offensive to the public or members of the West Lafayette Police Department. Persons appearing in dress not appropriate will immediately be terminated from the Ride-Along Program.
6. Subjects requesting to participate in the Ride-Along Program must submit information for a criminal record check. The criminal records check must be completed/passed before being allowed to ride in the program. Information submitted must include: full name, current address, date of birth, and social security number.
7. The Ride-Along Program will be presented to all riders by a shift commander or O.L.C using a lesson plan format.
8. All riders participating in the Ride-Along Program must remember that all information observed or heard during the program is considered confidential and this information is not to be taken outside of the West Lafayette Police Department.
9. Subjects participating in the Ride-Along Program are not granted access to the following:
 - A. Confidential Information
 - B. Police Records
 - C. Police Computer System
10. Officers are to advise participants that during serious calls the Ride-Along participant is to stay inside the patrol car. Ride-Along participants also need to be advised that in the event of a pursuit the officer may stop the patrol car and request that the Ride-Along participant exit the patrol car. Another officer will be advised to pick the Ride-Along participant up as soon as possible. Officers shall make sure that if a Ride-Along participant is requested to exit the vehicle, access to a well-lighted area and phone be made available if at all possible.

CITIZEN RIDE-ALONG PROGRAM PARTICIPATION AGREEMENT, LIABILITY WAIVER, AND INDEMNITY AGREEMENT

In consideration of being allowed by the West Lafayette Police Department to participate in its citizen ride along program, I agree to the following:

1. My participation in the citizen ride-along program shall be subject to and in accordance with all terms and conditions that are contained in the West Lafayette Police Department's current citizen ride-along policy. By my initials below, I hereby acknowledge that I have read and understand this policy and agree to abide by all of its terms.

Initials _____

2. I understand that any information that I obtain as a result of this ride-along program may be subject to confidentiality. I agree not to discuss this information with anyone other than members of the West Lafayette Police Department. Information gathered through this ride-along program may not be distributed without permission from the Chief of Police.

Initials _____

3. I hereby waive and forever release any and all claims for personal injury, property damages, and/or loss of services which I may now have or have in the future against the City of West Lafayette, the West Lafayette Police Department, individuals and/or entities, agents, servants, employees, successors, and assigns arising from any damages or losses which I may suffer or incur while participating in the West Lafayette Police Department's citizen ride-along program, including but not limited to riding in or being transported in a West Lafayette Police Department vehicle. This waiver and release shall be binding upon my heirs, executors, administrators, and assigns. I also waive any legal duty of the City of West Lafayette, the West Lafayette Police Department, and their employees and agents to protect me that may arise as a result of my participation in the citizen ride-along program and my following of the rules and terms of the citizen ride-along program.

Initials _____

4. I agree to indemnify the City of West Lafayette, West Lafayette Police Department, and their employees and agents (collectively "Indemnity") from any and all liability, loss, or damage indemnity may suffer, including legal and attorney's fees, as a result of claims, demands, costs, or judgment against indemnity arising from my participation in the citizen ride-along program.

Initials _____

Name: _____

Signature: _____

Date: _____

CITIZEN RIDE-ALONG REQUEST

SUBJECT REQUESTING RIDE-ALONG

Full Name: _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Provide several dates and times available to ride: _____

Brief reason for ride-along request:

Emergency contact person(s) name and phone number: _____

****POLICE USE ONLY****

Recommending Officer: _____

Reason for recommendation: _____

Record check by: _____ (Attach Record Check)

Approved by Chief or Designee: APPROVED NOT APPROVED (Circle One)

Name and Rank: _____ Signature: _____

Shift Commander: APPROVED NOT APPROVED (Circle One)

Name and Rank: _____ Signature: _____

Reason: _____

CITIZEN RIDE-ALONG CHECK OFF SHEET

1. Citizen has completed the request form. _____
2. Records check has been completed. _____
3. Completed request form turned in at least 24 hours prior to ride-along Request. _____
4. Liability waiver completed/ signed by ride-along participant. _____
5. Officer is to go over the instructions and rules portion of the ride-along program with the participant. Officer is to make sure the ride-along participant understands each instruction and rule portion of the program. _____

Officers Name: _____ Signature: _____

Citizen Name: _____ Signature: _____

Date: _____

**Once completed, Officers will return this packet to the Captain of Patrol for retention purposes.

West Lafayette Police
Department Policy Manual
Policy Manual

US 231 Corridor Agreement with PUPD.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

Level of Duty Form.pdf



WEST LAFAYETTE POLICE DEPARTMENT

711 WEST NAVAJO • WEST LAFAYETTE, INDIANA 47906
MAIN PHONE: 765-775-5200 • FAX: 765-775-5228
RECORDS DIVISION: 765-775-5210 • CRIMINAL INVESTIGATION DIVISION: 765-775-5220

To: Attending Physician

_____, a patient of yours, is an employee of the West Lafayette Police Department. The employee has informed us that he/she is being treated for a medical condition that may alter his/her normal duty performance. Listed below are the different physical effort levels required of our employees:

LEVEL I: Full police duties: Includes frequent entering/exiting an automobile, prolonged sitting in an automobile, exposure to weather and elements, possible exposure to extreme physical exertion, and exposure to physical confrontation with other persons. Normal shift is eight hours or ten hours.

LEVEL II: Limited police duties: Radio Desk (consists of inside work, answering telephone, dispatching radio calls, and taking walk-in complaints). May require some walking and getting up and down from a chair. Typing, writing, and reading are required. Normal shift is eight hours or ten hours.

LEVEL III: Light police duties: Could include Level II duties on a limited basis or could be, if prescribed, just report checking and writing, making routine business calls, or sorting and filing paperwork. Physical effort is minimal. Hours of duty to be prescribed by Physician.

LEVEL IV: No duty permitted. Condition requires rest and recuperation at a medical facility or at home.

_____ is being treated for _____

_____. This condition qualifies him/her for duty Level _____.
He/She will remain at the level until _____.

He/She may return to full duty (Level I) on _____.

Additional comments or physical restrictions:

Physician's Signature _____ Date _____

West Lafayette Police
Department Policy Manual
Policy Manual

Article V Promotion 2nd 2016 update.pdf

ARTICLE V

PROMOTIONS

ARTICLE V - PROMOTIONS

The purpose of this Article is to adopt, promulgate, supervise and enforce rules and regulations that will govern promotions of members of the Police Department.

A. Factors Governing Promotions.

- (1) Factors. The following four factors shall be used for rating a member below the rank of Deputy Chief for the purpose of promotion:
- a) the scores received by a member on a written competitive promotional examination;
 - b) the performance record of a member as hereinafter defined;
 - c) the number of years of service as a member;
 - d) the performance on the oral competitive interview.

B. Selection for Eligibility for Promotion.

- (1) Composite Points for Sergeant, Lieutenant or Captain. Any member who desires to be placed on an eligibility list for promotion to a rank of Sergeant, Lieutenant or Captain shall be qualified as to rank and length of service as set forth below. The weight given to the factors set forth in Section A above shall be as follows:
- a) Thirty percent (30%) for a written competitive promotional examination, based upon the most recent results of a written promotional examination administered within the past two (2) years;
 - b) Forty percent (40%) for the average of the last 6 performance ratings prior to the date an eligibility list is created;
 - c) Ten percent (10%) for length of service calculated to the date the date an eligibility list is created;
 - d) Twenty percent (20%) for the oral competitive interview administered when there is eligibility for promotion.

(2) Other Qualifications for Promotion.

- a) All promotions to any rank shall be from the next immediate lower rank without regard to division.
- b) Members who are eligible to take the promotional exam are only those members who, at any time during the calendar year in which the member takes the promotional exam, have been or will become members for a minimum of three (3) years.

c) The member being promoted must have served at the lower rank for a minimum of two (2) years, except for Sergeant, in which case the member must have served at the lower rank for a minimum of three (3) years.

d) However, the two-year minimum in-service requirement for Lieutenant and Captain may be waived on a case-by-case basis if the Commission finds particular circumstances exist which make the requirement contrary to the best interest of the Police Department.

C. Eligibility List.

When a vacancy occurs, the Commission shall establish an eligibility list for promotion. The eligibility list for a position consists of members who have been placed on the list in the order of their cumulative score on all rating factors as set forth above in Section B(1). The eligibility list shall be maintained for two (2) years from the date of certification, after which time the list shall be retired and a new list established. The retired list shall be kept for five (5) years and then destroyed. [Revised 4/14/2014]

D. Written Competitive Promotional Examinations.

(1) Written Exam. A written competitive promotional examination shall be given to those eligible members seeking to be promoted to the rank of Sergeant, Lieutenant, or Captain. The examination shall be given annually in February. The results of the examination are valid for two (2) years from the date of the examination. Members may take the examination each year; however, the score from the most recent examination shall be used in calculating the score for the eligibility list. The Commission shall notify the members of the written materials from which the questions will be taken. The Commission may employ instructors, purchase materials, and make other expenditures to provide information for those taking the examination. Members seeking promotion will sign up for the examination in the City of West Lafayette Human Resources Office. Study guide materials may be loaned to individuals who sign up for the examination.

(2) Grading. The grading of the examination shall be graded on the basis of one hundred percent (100%) for a perfect score. Such score shall then be converted to the thirty percent (30%) factor as used for determining composite points for promotion.

(3) Administration. Preparation and grading of the written promotional examinations shall be under the administration of the Commission. In no event shall the persons grading the examinations be permitted to know the names of the member who has written the examination which is being graded. The Commission shall keep all written examinations confidential.

(4) Notification of Score. After the exams are scored, the Commission shall notify each member in writing of the score received on the examination. Said score

shall become a part of the permanent file of the member. The member is entitled to access his file at any time.

(5) Commission Supervision. The examination papers shall be kept under the Commission's supervision.

(6) Appeal of Score. A member who disagrees with his score on the written examination may appeal to the Commission for review of the score.

a) The member must file the appeal within ten (10) days after the date the Commission sends the score to him.

b) The member may review the test questions which were incorrectly answered by him and challenge the answers considered correct by the test examiner.

c) The Commission shall either affirm the score or correct the score according after a review of the findings.

(7) Retention of Exams. The examination papers shall be retired after the two (2) year period for which the eligibility list is valid. The retired examinations shall be retained for five (5) years and then destroyed.

E. Oral Competitive Interviews with the Commission. The Commission shall interview members seeking promotion after they have taken the written examination. The interviews shall be completed prior to the end of April.

(1) Interview Calculation. The interview shall be graded on the basis of twenty (20) points for a perfect score. The member's score shall then be used in calculating the score for the eligibility list.

F. Performance Ratings.

(1) Ratings Procedure. Performance ratings shall be made every six (6) months for each member below the rank of Deputy Chief. The performance rating shall be conducted by the member's superior and reviewed by the commanding officer of the member. The performance rating shall be submitted to the Chief and kept on file permanently in his office. The Chief shall notify each member of their rating in writing.

a) The Commission shall determine the form to use for performance ratings;

b) If a member is aggrieved with the performance rating, the member shall have the right to appeal to the Commission for a review of the rating within ten (10) days after notice of the rating;

c) The Commission, after reviewing the rating, shall have the authority to affirm or change the rating.

(2) Rating Calculation. The past performance ratings to be used for eligibility for promotion of a member shall be the arithmetic average for the member's last six (6) performance rating scores received at any rank. Such score shall then be converted to the forty percent (40%) factor as used for determining composite points for promotion.

G. Length of Service Score.

(1) Seniority Calculation. Seniority scores shall be calculated to the date of the certification of the eligibility list at the rate of one (1) point for each year served on the department for promotion to the ranks of Sergeant, Lieutenant and Captain. No points are given for less than a full year served.

(2) Military Service. Military service, while on leave from the Department, shall be included in the seniority score.

(3) Maximum Seniority Score. The maximum possible score for seniority shall be twenty (20) points for promotion to the ranks of Sergeant, Lieutenant and Captain. Such score shall then be converted to the ten percent (10%) factor as used for determining composite points for promotion.

H. Eligibility for Promotion.

(1) Vacancy. When a vacancy in rank occurs, the Commission shall certify, in writing, to the Chief, the members having the three highest scores on the eligibility list for promotion to that rank

(2) Chief's Recommendation. Within six (6) months of receiving the certified names from the Commission, the Chief shall recommend one (1) of eligible members for promotion to the vacant rank.

(3) Promotion. Upon the recommendation of the Chief, the Commission shall promote the member to the vacant rank.

I. Probationary Period. All promotions shall be considered as probationary for a period not to exceed one (1) year from date of appointment.

(1) Review by Superior. At the end of the first year of probation, the probationary member's superior shall review the member's performance and recommend to the Commission that:

- a) the promotion be granted permanent status;
- b) the promotion be revoked.

(2) Rating the Probationer. Probationary members shall be rated in the same manner as other members of the department. The Commission shall review the report and decide what action should be taken.

(3) Review. The probationary member is entitled to appear before the Commission and be heard on any matter he considers detrimental in the report.

a) The probationary member may be represented by counsel or another representative of his choice.

b) If the promotion is revoked, the member may not be returned to a rank lower than that he held before the promotion.

J. Appeal. The member aggrieved by actions of the Commission, other than making the promotion permanent, may appeal those actions, within thirty (30) days of the action, to the Tippecanoe Circuit or Superior Court. The City of West Lafayette shall be the sole defendant in any appeal to the courts.

K. Furnishing Information to Members Eligible for Promotion. A Commissioner who knowingly furnishes information to a member eligible for promotion that gives that person an advantage over another person commits a Class D felony.

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Article VI Merit Awards.pdf

ARTICLE VI

MERIT AWARDS

ARTICLE VI – MERIT AWARDS

The purpose of this Article is to establish the system whereby members of the West Lafayette Police Department may be recognized and commended for meritorious service. West Lafayette Police Department sworn officers as well as civilian personnel are eligible for recognition through this merit awards system.

A. Merit Awards. Merit awards in the following categories may be awarded:

(1) Gold. Gold awards are for actions above and beyond the call of duty, in the face of certain and imminent danger to life and limb. Awards at this level are reserved for those acts that are performed in the course of a dangerous incident to save and/or protect the life of a colleague or citizen without regard of self. These acts often result in great cost when performed, including the loss of life. Recipients shall display the highest level of professionalism, competence, leadership, and clear thinking throughout the dangerous incident whether these actions are performed while on or off duty.

(2) Silver. Silver awards are for actions above and beyond the call of duty that disregard the potential danger to self. Actions in this category are of a lesser nature than actions required to be recognized by a Gold award.

(3) Bronze. Bronze awards are for actions above and beyond the call of duty. Actions in this category are of a lesser nature than actions required to be recognized by a Silver award.

(4) Additional Awards.

a) Injury on Duty. For injury sustained while in direct performance of the officer's duty to the public which requires hospitalization. The injury must be sustained while making an arrest, patrolling, or performing a service directly to the public.

b) Good Conduct. For four consecutive years of good conduct.

c) Safe Driving. For four consecutive years without a chargeable official vehicle traffic accident.

d) Educational. For completion of a college degree while an employee of the West Lafayette Police Department or 1100 hours of certified police training.

e) Exceptional Service. For any act judged to be exceptional in nature. This may be a single arrest, an investigation, or a series of arrests, programs, or functions at an exceptional level.

f) Officer of the Quarter. For outstanding achievement throughout a calendar quarter that brings credit to the Police Department and which involves

performance well above and beyond that required by an officer's basic assignment.

g) Officer of the Year. For outstanding achievement throughout the year that brings credit to the Police Department and which involves performance well above and beyond that required by an officer's basic assignment.

h) Unit/Shift Citation. For sworn members of a Unit/Shift who exhibit exceptional professional skill and conduct during a coordinated law enforcement initiative.

i) West Lafayette Police Department Distinguished Citizen's Award. For a citizen who at grave and imminent personal danger provides extraordinary service to the West Lafayette Police Department or substantially assists in the apprehension of a criminal.

j) West Lafayette Police Department Citizen's Award. For citizens or organizations who have aided the West Lafayette Police Department.

- B. Group Awards. Gold, Silver, or Bronze awards may be awarded as a group award in situations involving multiple officers whose individual roles cannot be measured or weighted against the actions of other officers involved in the incident. Rather, it is for those officers who, acting in concert with each other, display a high level of teamwork in controlling a disturbance or bringing an incident under control.
- C. Recommendation for an Award. Any employee of the Police Department may submit a nomination for any award, except Officer of the Quarter and Officer of the Year which shall be nominated by the member's shift supervisor. The nomination should fit the outlined criteria. The Police Department shall develop a standard nomination form for approval by the Commission.
- D. Awards Board. The Chief of Police or his designee shall chair the Awards Board. Other members of the Awards Board, appointed by the Chief, shall include one of the Patrol Lieutenants, the Criminal Investigation Division Lieutenant, one of the Patrol Sergeants, and the Criminal Investigation Division Sergeant. One of the Police Merit Commissioners, appointed by the Commission President, shall also serve on the Awards Board. Members of the Awards Board shall be appointed when this amended article takes effect and each January.
- E. Awards Processing. Recommended awards shall be submitted to the Awards Board for review and processing. All members of the Awards Board shall be in attendance for awards processing. The Awards Board shall meet as required. The decision as to whether a member's service warrants a merit award and the degree of commendation is a matter of judgment and shall be the responsibility of the Awards Board. The Awards

Board in its deliberations should consider the application of one or more of the following attributes by the member recommended for an award:

| | | |
|---------------------|---------------------------|-----------------------|
| Attention to detail | Exemplary performance | Persistence |
| Courage | Fast thinking | Physical dexterity |
| Courtesy | Good judgment | Professionalism |
| Dedication | Ingenuity | Steadfastness |
| Diligence | Imagination | Sustained performance |
| Efficiency | Investigative proficiency | Tact |
| Endurance | Leadership | Teamwork |

- F. Awards Approval. A majority vote of the Awards Board is required for approval of all awards. In addition to the approval of the Awards Board, a majority vote of the Police Merit Commission is required to award a Gold, Silver, or Bronze Merit Award.
- G. Commendations by the Chief. The Chief is authorized to issue letters of commendation for meritorious performance of a lesser nature than that outlined in this article. Copies of such letters of commendation shall be provided to the Commission so that they may be entered into the record.
- H. Award Commendation. The award commendation shall include:
 - (1) Citation. A citation of the facts of the action shall be set forth at the time the recipient is commended. Citations shall be entered into the record of the Commission and made a part of the recipient's personnel record. Commendations should also be noted in the member's performance rating for the period in which the commendation was received.
 - (2) Certificate. A citation certificate, suitable for framing, shall be given to the recipient. The certificate should be delivered to the recipient at an appropriate ceremony in the presence of fellow members of the West Lafayette Police Department.
 - (3) Recognition Bar. For members who receive a Gold, Silver, or Bronze award, the member shall receive a Merit Recognition Bar.
- I. Retroactive Awards. Awards authorized by this article may be made retroactive to the date of employment provided the award criteria can be documented.

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Table of Contents.pdf

Table of Contents

| | <u>Page</u> |
|--|-------------|
| Article I – Commission Rules | I-1 |
| A. Quorum | I-2 |
| B. Officers | I-2 |
| C. Meetings | I-3 |
| D. Maintenance of Records | I-4 |
| E. Budget | I-5 |
| F. Hearings before the Commission | I-5 |
| G. Adoption of Rules and Regulations | I-5 |
| Article II – Member Appointment | II-1 |
| A. Application Process | II-2 |
| B. Examination Process | II-3 |
| C. Truth Verification Test | II-4 |
| D. Background Investigation | II-4 |
| E. Interview with Police Review Board | II-4 |
| F. Interview with the Commission | II-5 |
| G. Eligibility List | II-5 |
| H. Additional Requirements | II-5 |
| I. Filling Vacancies | II-5 |
| J. Conditional Offer of Employment | II-5 |
| K. Eligibility Requirements under the 1977 Policeman's Pension Fund (PERF) | II-6 |

| | <u>Page</u> |
|---|-------------|
| L. Probationary Members | II-6 |
| M. State and Federal Laws | II-6 |
| N. Furnishing Information to Applicants | II-7 |
| Article III – Rules of Conduct | III-1 |
| A. Definition of Terms | III-2 |
| B. Gender | III-3 |
| C. Role of the Chief of Police | III-3 |
| D. Duties of Members | III-4 |
| E. Regulations for Members of the Police Department | III-4 |
| Article IV – Discipline | IV-1 |
| A. Offenses Which Require Disciplinary Action | IV-2 |
| B. Disciplinary Action by the Commission | IV-2 |
| C. Procedures for Disciplinary Action | IV-3 |
| D. Summary Discipline | IV-5 |
| E. Appeals to the Court | IV-6 |
| F. Precedence | IV-6 |
| Article V – Promotions | V-1 |
| A. Factors Governing Promotions | V-2 |
| B. Selection for Eligibility for Promotion | V-2 |
| C. Eligibility List | V-3 |
| D. Written Competitive Promotional Examinations | V-3 |

| | <u>Page</u> |
|---|-------------|
| E. Performance Ratings | V-4 |
| F. Length of Service Score | V-4 |
| G. Eligibility for Promotion | V-5 |
| H. Probationary Period | V-5 |
| I. Appeal | V-5 |
| J. Furnishing Information to Members Eligible for Promotion | V-6 |
| | |
| Article VI – Merit Awards | VI-1 |
| A. Merit Awards | VI-2 |
| B. Group Awards | VI-3 |
| C. Recommendation for an Award | VI-3 |
| D. Awards Board | VI-3 |
| E. Awards Processing | VI-3 |
| F. Awards Approval | VI-4 |
| G. Commendations by the Chief | VI-4 |
| H. Award Commendation | VI-4 |
| I. Retroactive Awards | VI-4 |
| | |
| Index | i-1 |
| | |
| Distribution | D-1 |
| | |
| List of Effective Pages | LOEP-1 |

West Lafayette Police
Department Policy Manual
Policy Manual

Intern and Volunteer Forms.pdf

West Lafayette Police Department

Student Intern/Volunteer Application

Name _____

| | | |
|------|-------|--------|
| Last | First | Middle |
|------|-------|--------|

Present Address _____

| | | | | |
|--------|------|-------|-----|-----------|
| Street | City | State | Zip | Telephone |
|--------|------|-------|-----|-----------|

Home Address _____

| | | | | |
|--------|------|-------|-----|-----------|
| Street | City | State | Zip | Telephone |
|--------|------|-------|-----|-----------|

Do you understand If selected additional personal identifying information will be required for identification and security clearances.

Yes

No

Emergency Contact _____ Relationship _____

Have you ever been convicted of a crime other than a traffic offense? Yes No

If Yes explain _____

Will you submit to a background and criminal history check? Yes No

If yes please provide: DOB _____ Drivers License _____ SSN _____

School Attending _____

Major course of study _____

Advisor _____

Address _____ Telephone _____

Reason for volunteer/internship _____

Period requested from _____ to _____ Total hours required _____

Date _____

Signature of applicant

Code of Conduct

Any student or volunteer who violates or commits any of the following breaches of conduct shall be subject to immediate dismissal.

1. Any illegal use of drugs. Any use of intoxicating beverages 12 hours prior to or during a scheduled shift
2. Uses, carries, or conceals any firearm or other type of weapon including baton, mace, or other like chemical device during scheduled visit.
3. Uses, carries or conceals any camera or recording device
4. Willful misconduct or failure to comply or carry out instructions of supervising officer.
5. Releases or disseminates any information about any suspect, victim, officer or incident without written approval of the program supervisor.
6. Conviction of a felony or serious misdemeanor or conviction of a misdemeanor or ordinance violation involving physical abuse, firearms, drugs, alcohol or moral turpitude.
7. Discourteous, insulting, abusive, or inflammatory language or conduct toward the public or WLPD employees.
8. Participates or is directly involved in any law enforcement function or activity unless so directed by their supervising officer(s) to prevent bodily harm to themselves or another.
9. Fails to maintain good hygiene or wear appropriate attire.
10. When so directed or required, fails to complete written statements, forms, or documents or withholds testimony.
11. Immorality, indecency, lewdness, or conduct that may tend to discredit WLPD.
12. Interferes in any manner or means with any law enforcement officer in the performance of their duties.

I have read and understand the Code of Conduct. I agree to adhere to the Code of Conduct and all WLPD policies. I understand that any breach of the Code of Conduct or WLPD policy is cause for immediate dismissal from WLPD.

Signature

Date

Waiver of Liability

I have read, understand and have signed the WLPD Code of conduct. I agree to adhere to the regulations stated therein and those of the WLPD policy and procedure.

I hereby waive all right to claim damages against WLPD, City of West Lafayette, its officers, agent, servants and employees for any cause of action, which might arise, except gross negligence of said agency while I am participating with WLPD.

| | | |
|-----------------|----------------------|------|
| Applicants Name | Applicants Signature | Date |
|-----------------|----------------------|------|

| | | |
|--------------|-------------------|------|
| Witness Name | Witness Signature | Date |
|--------------|-------------------|------|

Student Internship Contract

I, _____, majoring in _____
at _____
enter into an agreement with the West Lafayette Police Department to complete _____
hours of student internship.

I will be under the supervision of _____ and will observe the
Code of Conduct all rules, policies and standers of West Lafayette Police Department. I will
carry out all the responsibilities assigned to me as a student intern.

Student Signature_____

Intern Coordinator_____

Date_____

Student Intern

Activity Log

Student Intern _____

INTERN EVALUATION

NAME _____ DATE _____

SHIFT _____

EVALUATING OFFICER _____

1. Was intern's dress appropriate? Y N

If No, Explain _____

2. Was intern punctual and prepared? Y N

Rate the following criteria on a scale of 1 (unsatisfactory) to 10 (excellent)

3. Did intern ask meaningful questions? 1 2 3 4 5 6 7 8 9 10

4. Was intern courteous and respectful? 1 2 3 4 5 6 7 8 9 10

5. Was intern's attitude positive? 1 2 3 4 5 6 7 8 9 10

6. Was intern attentive to task? 1 2 3 4 5 6 7 8 9 10

7. Would this intern be a good candidate to become an officer? Y N

Explain _____

8. Observations _____

West Lafayette Police
Department Policy Manual
Policy Manual

Issued Equipment-2016.pdf

West Lafayette Police Department Initial Issued Equipment

Name: _____

| Item/Model # | | Quantity | Rec'd | Serial Number |
|------------------------------|--|----------|-------|---------------|
| <u>Uniforms</u> | | | | |
| 8600-Z | Blauer Class Act Long Sleeve Shirt Polyester Blend | 1 | | |
| 8650 | Blauer Class Act 4 Pocket Pant Polyester Blend | 1 | | |
| 8675 | Blauer SS Supershirt Polyester Blend | 2 | | |
| 8670 | Blauer LS Supershirt Polyester Blend | 2 | | |
| 8655 | Blauer 6 Pocket (Cargo) Streetgear Polyester Pant | 3 | | |
| | Navy Jacket with Liner | 1 | | |
| 26990 | Blauer Rain Jacket (Reversible) | 1 | | |
| | Navy Blue Tie velcro break away | 1 | | |
| S-40 | Stratton Straw Campaign Hat Black | 1 | | |
| | Stratton Hat Cord with Acorns Silver | 1 | | |
| | Stratton Hat Strap Black 3 Piece Leather | 1 | | |
| | Stratton Hat Rain Cap Campaign Style Clear | 1 | | |
| | Boot of Officers Choice (Under \$175) Polishable Toe | 1 | | |
| 87V | Safariland Clarino Duty Belt High Gloss | 1 | | |
| 7205 | Safariland Clarino Trouser Belt | 1 | | |
| 730-9PBL | Safariland Clarino Mag Light Ring blk snaps High Gloss | 1 | | |
| 62-4-9HS | Safariland Clarino Hidden Snap Belt Keepers High Gloss | 4 | | |
| 7923 | Bianchi Clarino Radio Case Group 1 High Gloss | 1 | | |
| 090 | Safariland Clarino Open Top Cuff Case High Gloss | 2 | | |
| 77-83-9HS | Safariland Clarino Dbl Mag Pouch (G22) Hidden Snaps HG | 1 | | |
| 6280 | Safariland SLS Mid-Ride Level II STX Tactical finish | 1 | | |
| 44H015PL | Taser Holster BlackHawk Serpa X26 | 1 | | |
| 7907 | Safariland Clarino Mace Holder (MK3) HI Gloss Hidden snap | 1 | | |
| 33 | Safariland Clarino Standard Glove Pouch | 1 | | |
| 170-9 | Safariland Silent Key Holder HI Gloss | 1 | | |
| 339P | Blauer Traffic Safety Vest | 1 | | |
| <u>Accessories/Equipment</u> | | | | |
| | Smith and Wesson Handcuffs | 2 | | |
| | 5.11 Three in One Duty Bag | 1 | | |
| | Traffic Direction Gloves | 1 | | |
| | Black or Navy Sock Hat | 1 | | |
| | Citation Holder | 1 | | |
| | Form Holder | 1 | | |
| | Silver "P" Buttons | 15 | | |
| | Silver Solid Tie Bar | 1 | | |
| | Uniform Shirt Badge | 2 | | |
| | Police ID | 2 | | |
| | Badge Wallet | 1 | | |
| | Body Armor (Optional Level) | 1 | | |
| | Glock 22 Duty Weapon (Record Serial Number at right) | 1 | | |
| | 40 Cal. Duty Ammunition | 46 | | |
| | PBT Device (Record Serial Number at right) | 1 | | |
| | Portable Radio (Record Serial Number at right) | 1 | | |
| | Keys to West Lafayette Police Department | 2 | | |
| | Body Worn Camera | 1 | | |
| J5 Name Tag | Blackinton 2.25 x .5 Silver Polished Clutch Back Blk Letters | 1 | | |
| Style 15 | WLPD Collar Pins 3/8 inch Polished Silver Blackinton | 2 | | |
| | WLPD Hat Badge | 1 | | |

I acknowledge the receipt of the above equipment

Signature: _____

Date: _____

West Lafayette Police
Department Policy Manual
Policy Manual

Police Officer 6 Month Performance Evaluation.pdf

West Lafayette Police Department

Performance Evaluation

Name

Rank

Rating Period July To Dec

Time in Grade

Hire Date

Evaluation Guidelines:

Five Categories will be utilized to rank an employees performance;

- | | |
|---------------------|--|
| 5) Superior - | Employee's performance consistently exceeds expectations |
| 4) Above Standard - | Employee's performance meets and on occasion exceeds |
| 3) Standard - | Employee's performance meets expectations |
| 2) Substandard | Employee's performance is on occasion below expectations |
| 1) Unacceptable | Employee's performance is consistently below minimum |

1. Volume of Acceptable Work - Amount of work required to meet job standards

Ranking Comments

2. Initiative - Accepts responsibility to initiate actions which promote the effectiveness of the department's objectives. Measure of willingness to accept responsibility and the degree to which it is carried out.

Ranking Comments

3. Judgment - Demonstrates the ability to use sound reasoning and logical analysis of information available to make appropriate decisions.

Ranking Comments

4. Safety Practices - Demonstrates a practice of applicable safety regulations and the ability to maintain the safety of self and others.

Ranking Comments

5. Conduct - Demonstrates positive rapport and interaction with all public contacts. Presents a professional demeanor which reflects positively upon the Department. A willingness

to work with others to improve the effectiveness of departmental goals.

Ranking Comments

6. Job Knowledge - Awareness and practice of procedures, policies, laws and their application.

Ranking Comments

7. Work Quality - Accuracy, neatness, effective completion of assignments, attention to detail.

Ranking Comments

8. Dependability - Measure of reliability of the employee to follow instruction, complete tasks and attendance.

Ranking Comments

9. Adaptability - Ability to adapt to new or changed situations. Effectiveness under stressful and dynamic situations.

Ranking Comments

10. Evaluation Summary - Summarizes the evaluation and states average of all categories.

Ranking Comments

Supervisor Comments:

Div. Commander Comments

Employee Comments:

I understand my signature does not necessarily indicate total agreement, only that I have read this evaluation and discussed it with my supervisor.

Employee Evaluated Date

Supervisor Date

Reviewing Officer Date

West Lafayette Police
Department Policy Manual
Policy Manual

**Prosecutor MOU of IN Model Rule
of Professional Conduct.pdf**

SUGGESTED FORM MEMO TO PROSECUTORS AND INDIANA LAW ENFORCEMENT

Pursuant to Indiana Model Rule of Professional Conduct 3.8(f) the Prosecuting Attorney for Tippecanoe County does issue the following memorandum:

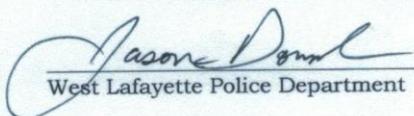
Deputy Prosecuting Attorneys, law enforcement officers and those working in conjunction therewith should, pursuant to Rule 3.6, refrain from making any statement relating to:

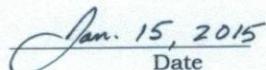
- a) the character, creditability, reputation or criminal record of a party, suspect in a criminal investigation or witness, or the identity of a witness, or the expected testimony of a party or witness;
- b) in a criminal case or proceeding that could result in incarceration, the possibility of a plea of guilty to the offense or the existence or contents of any confession, admission, or statement given by a defendant or suspect or that person's refusal or failure to make a statement;
- c) the performance or results of any examination or test or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be present;
- d) any opinion as to the guilty or innocence of a dependent or suspect in a criminal case or proceeding that could result in incarceration;
- e) information that the lawyer knows or reasonably should know is likely to be inadmissible as evidence in a trial and that would, if disclosed, create a substantial risk of prejudicing an impartial trial; or
- f) the fact a person has been arrested or charged with a crime is merely an accusation, and the defendant is presumed innocent until and unless proven guilty in a court of law. This phrase should be included in each and every press release your agency issues involving a person's involvement in a criminal investigation.

In addition, in accord with Indiana Rule of Professional Conduct 3.6 it shall generally be permitted for the above named individuals to state:

- a) the claim, offense or defense involved and, except when prohibited by law, the identity of the persons involved;
- b) information contained in a public record;
- c) that an investigation of a matter is in progress;
- d) the scheduling or result of any step in litigation;
- e) a request for assistance in obtaining evidence and information necessary thereto;
- f) a warning of danger concerning the behavior of a person involved, when there is reason to believe that there exists the likelihood of substantial harm to an individual or the public interest;
- g) the identity, residence, occupation and family status of the accused;
- h) if the accused has not been apprehended, information necessary to aid in apprehension of that person;
- i) the fact, time and place of arrest; and
- j) the identify of investigating and arresting officers or agencies and the length of the investigation.

This memorandum should be considered only a guide and should any questions arise regarding the potential prejudicial effect on a specific case or defendant, please call my office immediately before the issuance of any such statement.


Jason Dowd
West Lafayette Police Department


Jan. 15, 2015
Date

West Lafayette Police
Department Policy Manual
Policy Manual

WLPD MOU with WLCSC.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

**Workman Comp Form and
Medical Attention Instructions.pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

WLPD Canine Handler MOU.pdf



WEST LAFAYETTE POLICE DEPARTMENT

711 WEST NAVAJO • WEST LAFAYETTE, INDIANA 47906

MAIN PHONE: 765-775-5200 • FAX: 765-775-5228

RECORDS DIVISION: 765-775-5210 • CRIMINAL INVESTIGATION DIVISION: 765-775-5220

March 28, 2014

To Canine Officers

Re: Canine Care and Compensation MOU

Fr; Senior Staff

Sirs,

The purpose of this document is to promote agreement and cooperation between Canine Handlers and WLPD to insure proper care and maintenance of the service animal and fair compensation for the Handler for time expended in this task.

Canine Purchase/ Handler Training/ Health and Wellness

Refer to Department Policy 6.23

Canine Handler Scheduling and Compensation

The Department recognizes, and FSLA rulings require that Canine Handlers be fairly compensated for time expended for upkeep and training of the service animal. Canine Handlers are scheduled to a normal 12 hour night shift rotation. Under this scheduling rotation the Canine Handler works 14 days per 28 day pay period in the normal shift rotation. Subtracted from the total work hours is one 12 hour Kelly Day per 28 day period. The Kelly Day is used to reduce the total hours worked to 160 hrs. per 28 day period.

For each 12 hour shift scheduled for a patrol officer, the Canine Handler is scheduled for 10 hrs. Canine Handler's are compensated for the full 12 hour shift. In this manner, The Department compensates the Canine Handler up to 26 paid hours per 28 day pay period for upkeep and training of the service animal in the normal shift rotation. The canine handler will be provided 2 hours compensation for upkeep and training on days worked. During Vacations, Personal Holidays, rescheduled days, days where compensation is used to take a day off, and days where the officer would be away at training without the canine, the 2 hour compensation will be waived.

For the purpose of maintaining a well trained service animal, the department has established training needs for the canine team. Up to 12 hours of training each month for Canine Handlers and their service animals will be scheduled as on duty hours or days. These 12 hours of training will include training in conjunction with the Metro Canine schedule and PUPD Canine training schedule. This training is in addition to the scheduled Metro Canine week and the Vohne Liche recertification week.

Shift Commanders will make every attempt to reserve the training dates in the shift schedule book for Canine Handlers to attend Canine training. Training schedules should be submitted as early as possible at the beginning of a new calendar year. This will allow Shift Commanders to reserve these dates, in order to maintain shift minimums. In case of a schedule amendment or adjustment during the course of the year, shift minimums will hold precedence.

West Lafayette Police
Department Policy Manual
Policy Manual

Incident Management.pdf

Incident Management/Domestic Preparedness Plan

- I. Purpose: The purpose of this policy is to provide guidelines for response to man-made and naturally occurring disasters. These disasters could, and often do, involve many Local, State, and even Federal responses. Such incidents will need to be managed effectively based on jurisdictional and statutory requirements. This policy includes specific strategies concerning issues of Homeland Security. Homeland Security is not just a Law Enforcement responsibility, but a community issue, which must include citizens, private industry and business.
- I. Policy: It is understood that such disasters will require a coordinated effort on the part of many organizations, both public and private. The Incident Command System (ICS) will be followed in all such incidents, regardless of cause, size, or complexity. ICS, as detailed in the National Incident Management System (NIMS) document, shall be the template by which an incident will be managed and controlled.

It is further understood that we will use the Tippecanoe Emergency Management Plan and the supplemental Terrorism Element plan as a guide for the Emergency Management elements of Mitigation, Preparedness, Response, and Recovery.

It is also understood that Incident Command System principles, as detailed in NIMS, will be followed at all significant planned events.

- II. Definition:

EVENT – An incident that effects the population within a jurisdiction.

HAZARD – A potential event or situation that presents a threat to life and property.

INCIDENT – An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

TERRORISM – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

- III. Procedure:

A. Emergency Management:

1. **Mitigation:** We will seek to reduce exposure to, probability of, or potential loss from hazardous or dangerous events. We will do this by attempting to identify vulnerabilities and possible hazards before they occur.
2. **Preparedness:** We will develop responsibilities for emergency responders actions and determine resources to support them. We will work with other agencies in a cooperative effort to develop strategies and tactics so that coordination, personnel, and resources can be relied upon when needed.
3. **Response:** Incident Priorities shall be based on Life Safety, Incident Stabilization, and Property Conservation. Incident Management shall be based on jurisdiction and statutory authority. For large events an Emergency Operations Center will be activated.
4. **Recovery:** Recovery is complete when jurisdictions are returned back to normal. This may involve agencies at the State and Federal Level. We agree to work cooperatively with other emergency response agencies to bring about recovery as quickly and efficiently as possible.

IV. Operational Response:

Levels of Operation: These levels of operation clearly define our level of commitment and strategies as incidents expand from the routine to complex, to major in content. Our operational levels would be adjusted according to the actual as well as the anticipated need for police service in any given incident.

- A. Level 1: Alert Status GUARDED. Patrol Operations are at a level where temporary additional manpower is needed for normal operations. Additional personnel are activated or another agency may be asked to help respond for routine call handling. The situation presents a moderate risk to critical resources in sections of the community.

(Examples: SWAT activation, power failure, need for large security/perimeter presence, major crime scene)

- B. Level 2: Alert Status ELEVATED. Normal shift schedule, however extra days off may be denied. Additional personnel may be activated. Directed patrol will be initiated to hard and soft targets. EOC may be activated. Mutual aid likely. The situation presents a specific threat to the community. Effects may involve multiple jurisdictions and functions. Operational services to the community may be disrupted. The duration of this event is short term (less than 3 days) and a restoration plan may be developed and implemented.

(Examples: Riot, large fire or structure collapse, hazardous material release, specific H.S. threat identified)

- C. Level 3: Alert Status HIGH. All days off cancelled and employees work a minimum 12-hour shift. Mutual aid agreements are implemented. Directed patrol initiated to hard and soft targets. Normal operations are suspended. Multiple casualties are likely. Extensive reliance on external agencies and jurisdictions are necessary to resolution. Long term (three days or more) commitment of personnel and other resources are required. Resources from State may also be requested. A restoration plan must be developed and implemented.

(Examples: Major natural or man-made disaster, terrorist incident involving hazardous material, state of emergency declared)

West Lafayette Police
Department Policy Manual
Policy Manual

Sex Offender Check.pdf

Sex Offender Address Verification

Purpose:

The purpose of the WLPD Sex Offender Address Verification program is to ensure compliance by sex offenders in reporting their addresses to law enforcement. The law requires annual registration but provides for more frequent verification of the offender's address and other information. More frequent monitoring of the address information will also afford more contact between the offenders and law enforcement and provide more opportunities for intervention with an offender who is likely to re-offend.

Recently the Indiana legislature passed a law restricting where "offenders against children" may reside. As a result, many of these offenders are going to be notified that they are in violation of the new law and will be required to move in order to avoid criminal violations of that law. Address verification will assist the WLPD during this time period to ensure that the address registration laws are followed in a timely manner and that the citizens are afforded the opportunity to stay informed of offenders living around them.

Who is a sex offender?

A person who is at least 14 years of age who has been convicted in any jurisdiction of committing or attempting to commit a sex offense as listed in (IC 11-8-8-5).

Who is a sexually violent predator?

Sexually violent predator is a term applied to those individuals at least eighteen (18) years of age convicted of rape (IC 35-42-4-1), criminal deviate conduct (IC 35-42-4-2), child molesting (IC 35-42-4-3) at the A and B Felony level, or vicarious sexual gratification (IC 35-42-4-5). Sexually violent predators are subject to life-long reporting to the sex offender registry, as well as more stringent reporting requirements than other sex offenders (IC 35-38-1-7.5).

What additional restrictions apply to SVP's?

1. Any sexually violent predator that will be away from his/her principle address for more than seventy-two (72) hours must provide notice to local law enforcement either in person or in writing. The offender must provide the location they will be visiting, the length of stay, and any other information requested by local law enforcement (IC 11-8-8-18). Local law enforcement will then notify law enforcement officers in the area to which the offender is visiting that a sexually violent predator will be present.
2. Sexually violent predators are forbidden to work or volunteer on school property, at a youth program center, or at a public park (IC 35-42-4-10). Failure to abide by these rules is considered a Class D felony for a first offense or a Class C felony for a subsequent offense.

What are their registration requirements?

1. A sex offender who spends or intends to spend at least seven (7) days (including part of a day) in Indiana during a 180 day period or an offender who owns real property in Indiana and returns to Indiana at any time,
2. A sex offender who works or carries on a vocation or intends to work or carry on a vocation in Indiana either full-time or part-time for more than 14 days in a row during any calendar year,
3. A sex offender who works or carries on a vocation or intends to work or carry on a vocation in Indiana either full-time or part-time for a total of more than 30 days whether or not they are in a row during any calendar year, and
4. A sex offender who is enrolled or intends to be enrolled on a full-time or part-time basis in any public or private educational institution in Indiana.
5. A sex offender must register within 7 days of his re-entry to society; however, once the offender arrives in the jurisdiction in which he will be required to register, he/she only has 72 hours to complete the registration process.
6. All subsequent registrations based on change of address, change of employment, etc are required to be completed within 72 hours.

What are the WLPD requirements?

Randomly complete the following tasks:

Face to face contact

Verify possession of Indiana driver's license or Indiana ID card (required at all times)

Monthly contact

Verification of address

Verification of employment addresses

Advise the SO that you have been assigned to verify his address monthly.

Advised the SO that the WLPD verification program does not in any way relieve him of his registration obligations with the Sheriff's Department and other jurisdictions.

If this is the first contact with the offender at this address, the officer will conduct a survey of the surrounding area to determine:

1. If the sex offender is in violation of legal restrictions if he is an SVP
2. What type of area surrounds the address and assess the possible impact on re-offending
3. Ask the SO for the name and other identifying information of his victim and if he has knowledge of the victim's address.
4. Conduct research to determine the victim's address so that it can be verified that the SO is not residing within one mile of their victim.
5. Determine if the offender has submitted his DNA sample and ensure that information is recorded on the offender's name record in RMS.

6. Ensure or collect all information possible pertaining to all three pages of the name record as noted below:

Name: [Search]

Last, First, Middle, Suffix:

SSN: - - - - -

Sys # 0

Involve: Image: Import: Report:

Page 1 | Page 2 | Page 3 |

Address: Act: OCC TYPE: SCHOOL:
City: St: Zip: Home Ph: Resid: Glitz:
Emp: Addr: Work Ph: Occu:
Race: Sex: DOB: / / Age: OLN: OLN Check: CDL:
Height: Weight: 0 Monat: Hair: Eye: SkinTone: Ethn:
SMT: Phys: Name Type:
Notes: Alert:
Alias: Next: Reset: Option: View: Exit Srch:

Name: [Search]

Last, First, Middle, Suffix:

SSN: - - - - -

Sys # 0

Involve: Image: Import: Report:

M.O.: Pager: Contact Names:
Mobile: Additional Address:
E-Mail:

Local ID: Place Of Birth: Birth State: Birth Country:
State ID: Religion: Residence (City/City):
FBI ID: DNA: / / Military Branch:
Immigration #: Blood Type: Military Status:
Language: NCIC FPC:
Henry 1: Addr Source: Date of Death: / /
Henry 2: DOC #:
Alias: Next: Reset: Option: View: Exit Srch:

Name: [Search]

Last, First, Middle, Suffix SSN

| | |
|-------|------|
| AGCY | BEAT |
| DIST | NBHD |
| RPTA | SUDD |
| Geo X | 0 Y |

If you become aware that your assigned sex offender is going to be moving, send an email to Greg Haltom. The current agency of registration is required to notify the new agency that the offender is moving into their jurisdiction.

How is documentation of the monthly contact recorded?

Upon completing a contact with a sex offender wherein the address was verified each officer will complete a computerized field contact card in the RMS system.

As noted in the example below:

Date and Time of the address verification

Reason is **SEX OFFENDER ADDRESS VERIFICATION**

The verified address

The offender's name (all offender names are in RMS and available in name candidating).

Relevant notes about this particular contact.

The name of the officer verifying the address.

In addition, where vehicle and other pertinent information is obtained, that information should also be recorded in RMS.

Field Contact

| | | | | | |
|---------------------------|--|---|------------------|--------|------------------------------|
| Related Incident # | - | <input type="checkbox"/> Flag For Roll Call | Vehicle | Name | |
| Page 1 | Page 2 | NEW | | | |
| Date | 03/26/2007 | Time | 11:32 | Reason | SEX OFFENDER ADDRESS VERIFIC |
| Location | OFFEN | DER ADDRESS GOES HERE | Apt | City | LAFAYETTE |
| Zp | 47905 | | | | |
| Name | OFFENDER NAME | Rc | Sx | DOB | 11 |
| Vh Lic | | Vh Yr | | Make | |
| | | | | Model | |
| | | | | Color | / |
| Notes | <input type="checkbox"/> Admitted Record | | Proprietary Poss | | |
| Put relevant notes here | | | Weapon/Tool | | |
| Officer PAYNE, DAVID H JR | | | | | |
| Ready To Submit | Approve/Deny | <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> | | | |

What needs to happen when any sex offender moves?

The SO needs to register his new address with the Sheriff's Department within 72 hours. If you are assigned to monitor this offender, you need to check the Indiana Sheriff's Sex Offender Registry to verify that the new address appears on his registry information within the 72 hour time period, this will provide you with notice that the offender is in compliance with his registry requirements. The offender's information in RMS should be updated also, but the official record of the registry is the Sheriff's website.

What if the SO is homeless?

Under IC 11-8-8-12 the offender is then required to register every 7 days with the Sheriff's Department.

Violations

If you find that the offender is in violation of his requirement to register:

1. Prepare a case
2. Forward the case to Deputy Prosecutor Laura Zeman
3. Send an email to Laura Zeman and Greg Haltom, notifying them of the case and the violation.

If you find that a SVP is residing (see definition below) in a prohibited area:

1. Prepare a case and if the SVP has just moved to this prohibited area, consider your information for a probable cause arrest for the violation of IC 35-42-4-11, Residency restrictions for offenders against children, a class D felony.
2. Forward the case to Deputy Prosecutor Laura Zeman
3. Send an email to Laura Zeman and Greg Haltom

IC 35-42-4-11**Residency restrictions for offenders against children**

35-42-4-11 Sec. 11. (a) As used in this section, "offender against children" means a person required to register as a sex offender under IC 11-8-8 who has been:

- (1) found to be a sexually violent predator under IC 35-38-1-7.5; or
- (2) convicted of one (1) or more of the following offenses:
 - (A) Child molesting (IC 35-42-4-3).
 - (B) Child exploitation (IC 35-42-4-4(b)).
 - (C) Child solicitation (IC 35-42-4-6).
 - (D) Child seduction (IC 35-42-4-7).
 - (E) Kidnapping (IC 35-42-3-2), if the victim is less than eighteen (18) years of age.

(F) An offense in another jurisdiction that is substantially similar to an offense described in clauses (A) through (E).

(b) As used in this section, "reside" means to spend more than two (2) nights in a residence in any thirty (30) day period.

(c) An offender against children who knowingly or intentionally:

- (1) resides within one thousand (1,000) feet of:
 - (A) school property;
 - (B) a youth program center; or
 - (C) a public park; or

(2) establishes a residence within one (1) mile of the residence of the victim of the offender's sex offense;
commits a sex offender residency offense, a Class D felony.

IC 35-42-4-10**Sexually violent predator; unlawful employment near children**

35-42-4-10 Sec. 10. (a) As used in this section, "sexually violent predator" has the meaning set forth in IC 35-38-1-7.5.

(b) A sexually violent predator who knowingly or intentionally works for compensation or as a volunteer:

- (1) on school property;
- (2) at a youth program center; or
- (3) at a public park;

commits unlawful employment near children by a sexual predator, a Class D felony.
However, the offense is a Class C felony if the person has a prior unrelated conviction based on the person's failure to comply with any requirement imposed on an offender under this chapter.

IC 35-41-1-24.7**"School property" defined**

35-41-1-24.7 Sec. 24.7. "School property" means the following:

- (1) A building or other structure owned or rented by:

- (A) a school corporation;
 - (B) an entity that is required to be licensed under IC 12-17.2 or IC 31-27;
 - (C) a private school that is not supported and maintained by funds realized from the imposition of a tax on property, income, or sales; or
 - (D) a federal, state, local, or nonprofit program or service operated to serve, assist, or otherwise benefit children who are at least three (3) years of age and not yet enrolled in kindergarten, including the following:
 - (i) A Head Start program under 42 U.S.C. 9831 et seq.
 - (ii) A special education preschool program.
 - (iii) A developmental child care program for preschool children.
- (2) The grounds adjacent to and owned or rented in common with a building or other structure described in subdivision (1).

IC 35-41-1-23.7

"Public park" defined

35-41-1-23.7 Sec. 23.7. "Public park" means any property operated by a political subdivision for park purposes (as defined in IC 36-10-1-2).

IC 35-41-1-29

"Youth program center" defined

35-41-1-29 Sec. 29. (a) "Youth program center" means the following:

- (1) A building or structure that on a regular basis provides recreational, vocational, academic, social, or other programs or services for persons less than eighteen (18) years of age.
- (2) The real property on which a building or structure described in subdivision (1) is located.
- (b) The term does not include school property (as defined in section 24.7 of this chapter).

IC 11-8-8-5

"Sex offender"

1. An individual who has been convicted of any of the following offenses:

Rape (IC 35-42-4-1)
Criminal Deviate Conduct (IC 35-42-4-2)
Child Molesting (IC 35-42-4-3)
Child Exploitation (IC 35-42-4-4b)
Vicarious Sexual Gratification (IC 35-42-4-5)
Child Solicitation (IC 35-42-4-6)
Child Seduction (IC 35-42-4-7)
Sexual Misconduct with a Minor as a Class A, B, or C felony (IC 35-42-4-9)
Incest (IC 35-46-1-3)
Sexual Battery (IC 35-42-4-8)
Kidnapping, if the victim is less than 18 (IC 35-42-3-2)
Criminal Confinement, if the victim is less than 18 (IC 35-42-3-3)
Possession of Child Pornography if the person has a prior unrelated conviction for Possession of Child Pornography (IC 35-42-4-4c)

1. An individual who has been convicted of attempting to commit or conspiring to commit any of the above-listed offenses;
2. An individual who is required to register as a sex offender in any jurisdiction;
3. An individual who has been convicted of a crime, convicted of attempting to commit a crime, or convicted of conspiring to commit a crime under the laws of another state or in a military court that is substantially equivalent to any of the above-listed offenses; or
4. A child who is at least 14 years of age and is on probation or parole or is discharged from a facility by the department of correction, discharged from a secure private facility, or discharged from a juvenile detention facility as a result of being adjudicated as a delinquent child for an act that would be an offense listed above if committed by an adult (IC 31-37-1-1 to -2) and is found by a court to be likely to repeat an act that would be an offense listed above if committed by an adult (IC 31-37-19-5 (b)(1)).

IC 11-8-8-12

Temporary residence

Sec. 12. (a) As used in this section, "temporary residence" means a residence:

(1) that is established to provide transitional housing for a person without another residence; and

(2) in which a person is not typically permitted to reside for more than thirty (30) days in a sixty (60) day period.

(b) This section applies only to a sex offender who resides in a temporary residence. In addition to the other requirements of this chapter, a sex offender who resides in a temporary residence shall register in person with the local law enforcement authority in which the temporary residence is located:

(1) not more than seventy-two (72) hours after the sex offender moves into the temporary residence; and

(2) during the period in which the sex offender resides in a temporary residence, at least once every seven (7) days following the sex offender's initial registration under subdivision (1).

(c) A sex offender's obligation to register in person once every seven (7) days terminates when the sex offender no longer resides in the temporary residence. However, all other requirements imposed on a sex offender by this chapter continue in force, including the requirement that a sex offender register the sex offender's new address with the local law enforcement authority.

As added by P.L.140-2006, SEC.13 and P.L.173-2006, SEC.13.

IC 11-8-8-18

Sexually violent predator; duty to notify

Sec. 18. (a) A sexually violent predator who will be absent from the sexually violent predator's principal residence for more than seventy-two (72) hours shall inform the local law enforcement authority, in person or in writing, of the following:

- (1) That the sexually violent predator will be absent from the sexually violent predator's principal residence for more than seventy-two (72) hours.
 - (2) The location where the sexually violent predator will be located during the absence from the sexually violent predator's principal residence.
 - (3) The length of time the sexually violent predator will be absent from the sexually violent predator's principal residence.
- (b) A sexually violent predator who will spend more than seventy-two (72) hours in a county in which the sexually violent predator is not required to register shall inform the local law enforcement authority in the county in which the sexually violent predator is not required to register, in person or in writing, of the following:
- (1) That the sexually violent predator will spend more than seventy-two (72) hours in the county.
 - (2) The location where the sexually violent predator will be located while spending time in the county.
 - (3) The length of time the sexually violent predator will remain in the county.
- Upon request of the local law enforcement authority of the county in which the sexually violent predator is not required to register, the sexually violent predator shall provide the local law enforcement authority with any additional information that will assist the local law enforcement authority in determining the sexually violent predator's whereabouts during the sexually violent predator's stay in the county.
- (c) A sexually violent predator who knowingly or intentionally violates this section commits failure to notify, a Class A misdemeanor. However, the offense is a Class D felony if the person has a prior unrelated conviction under this section based on the person's failure to comply with any requirement imposed on a sex offender under this chapter.

As added by P.L.140-2006, SEC.13 and P.L.173-2006, SEC.13.

West Lafayette Police
Department Policy Manual
Policy Manual

Communication Procedures.pdf

911 UNKNOWN

DO NOT tell caller you are sending officers to check on them.

| Incoming E911 | Information Dumped |
|-------------------------------------|--|
| Landline | Address Telephone Number Resident Name |
| Cell Phone | Cell Phone Number Possible GPS Location |
| Phase II Cell Phone | Cell Phone Number Cell Phone Carrier Latitude/Longitude within 600 feet of actual location |
| Voice Over Internet Protocol (VOIP) | Name Address may not be correct |
| Express Dial Tone | Incorrect Address |

1. Hang-up

- A. Dump the information into CAD via ~~911~~.
- B. Call person back to check if everything is okay.
 - i. *Sentinel 911: [Ringback]* calls person back if you haven't hung up yet
 - ii. DO NOT tell caller you are sending officers
- C. Dispatch WLPD to location for "911 hang-up"
 - i. Express Dial Tone – unable to send anyone b/c address info is incorrect
- D. Notes: Hang-up.
 - i. Additional notes: Note if there is any answer on call back.

2. Misdial

- A. DO NOT tell caller you are sending officers
- B. Dump the information into CAD via ~~911~~.
- C. Dispatch WLPD: "<Location>, 911 call, subject advised misdial."
- D. Notes: Subject advised misdial.

3. Open Line/Static

- A. Dump the information into CAD via ~~911~~.
- B. Dispatch WLPD: "<Location>, 911 call, open line."
- C. Notes: Open line/Static.

1/14/2008

ABANDONED BICYCLE

Get location, description of bicycle, name/contact number
Dispatch 196 – give location, nature, description of bicycle
If 196 is 10-42: Print CAD sheet to WLACO printer and email 196.
Notes: Description of bicycle

ABANDONED VEHICLE

(22)

1. Civilian report of abandoned vehicle:

- A. Get location, vehicle description, license plate, length of time vehicle has been there, name/contact number
 - i. Vehicle must be in a parking lot to be marked as abandoned. If vehicle is on a street, becomes TRAFFIC 24 HR TAG.
- B. Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)
- C. Email all information to 22 (Subject: Abandoned vehicle)
 - i. 22 will tow vehicle no earlier than 72 hours

2. 22 calling:

- A. Locate case in CAD
- B. Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)
- C. If hook is needed, click [Veh], select towing company
- D. Print CAD sheet to our printer in case owner calls in w/ missing car

ACCIDENT HIT AND RUN

1. If in progress:

- A. Immediately get location of 10-50, time delay, suspect vehicle description, direction they were heading, possible damage, license plate, description of driver
 - i. If have plate info, send 10-28 to units on the call
 - ii. Enter vehicle information in [Veh] – plate, year, model, make, color
- B. Dispatch WLPD ("Attention WL Units") to try and locate suspect vehicle: give nature, location of 10-50, time delay, suspect vehicle description, direction they were heading, possible damage, license plate, description of driver
- C. After dispatching suspect vehicle info, get location of victim, description of victim vehicle, damage, name/contact number
- D. Notes: "H&R to <victim vehicle description>. Suspect vehicle: <vehicle description>, <license plate w/ state>, <possible damage>."

2. If occurred to occupied vehicle, but victim delayed reporting incident...Dispatch should check with shift command and the compl will need to come into HQ to file report.**3. If occurred to unoccupied vehicle:**

- A. Get address, description of victim vehicle, damage, time delay, name/contact number
- B. Dispatch WLPD – give location, nature w/ time delay, description of victim vehicle
- C. Notes: Victim vehicle description, damage

ACCIDENT PD

Get location, description of vehicles involved, if anyone is hurt (if so, becomes 10-50 PI), if both vehicles are still at the scene (if not, becomes 10-50 Hit and Run), name/contact number
Dispatch WLPD – give location, nature, description of vehicles involved

Notes: Description of cars involved

Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)
If towing is needed (and it's not by owner's request), click [Veh] and select towing company

Triple A = Jim's

Towing company needs to know if car is front wheel drive.

If parties left the scene – accident must have occurred w/in 2 HOURS and both parties must be present
Ask them first what time accident occurred before you tell them about 2 hour limit

ACCIDENT PI

Immediately get location, number of injured subjects, description of injuries
Tell TCPD immediately so medic can be dispatched

Must spawn a call to TCPD so medic can be dispatched! Does not happen automatically!

Dispatch WLPD and WLFD simultaneously – give location, nature, number of injured subjects and description of injuries

Get description of vehicles, name/contact number

Notes: Description of vehicles, description of injuries

Additional notes: TEAS ####, hospital

Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)

If towing is needed (and it's not by owner's request), click [Veh] and select towing company

ACCIDENT UNKNOWN

Begin w/ nature code 'ACCIDENT PI'

Immediately get location, description of vehicles

Tell County immediately so medic can be dispatched for possible injuries

Must spawn a call to TCPD so medic can be dispatched! Does not happen automatically!

Dispatch WLPD and WLFD simultaneously for "10-50 unknown" – give location, description of vehicles

Officer will transmit whether PD or PI when 10-23. May have to Sig 9 medics and WLFD if 10-50 PD.

Get name/contact number

Notes: Description of vehicles

Additional notes: Description of injuries, if any, acc. to officer on scene -OR- "PD only."

Additional notes: TEAS ####, hospital

Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)

If towing is needed (and it's not by owner's request), click [Veh] and select towing company

ALARM HOLD UP/BURGLAR/PANIC

The alarm companies will not make contact with any business or residence when it is a silent, panic, or duress alarm.

1. Security company calling re open business

- A. Get location, business name, area of business triggering alarm, if keyholder is en route/vehicle description/ETA, name/contact number
- B. Dispatch 2 WLPD ("Unit ### and unit to assist...") – give location, nature, area of business
- C. Notes: Area of alarm, whether keyholder enrt (if so, note name, ETA, and vehicle description)
- D. [Caller]: Name//Empl, [Address]: Security Company
- E. When officers arrive and have location surrounded, they will ask you to make contact w/ the business.
 - i. Call business and ask if everything is okay
 - ii. If they state it was an accident, ask them to send an employee out to meet officers
 - iii. Get what door they will be coming from and what the employee will be wearing
 - a. Transmit this info to officers
- F. Can only disregard false alarm authority alarm company. If business calls, tell them they need to contact alarm company.

2. Security company calling re closed business

- A. Get location, business name, area of business triggering alarm, if keyholder is en route/vehicle description/ETA, name/contact number
- B. Dispatch 2 WLPD ("Unit ### and unit to assist...") – give location, nature, area of business
- C. Notes: Area of alarm, whether keyholder enrt (if so, note name, ETA, and vehicle description)
- D. [Caller]: Name//Empl, [Address]: Security Company
- E. Officers will check entry points and inside business if unsecured entry point
 - i. Do not transmit to officers while they are searching business

3. Security company calling re residence

- A. Get location, area of residence triggering alarm, if they have made contact w/ resident, name/contact number
- B. Dispatch 2 WLPD ("Unit ### and unit to assist...") – give location, nature, area of residence/business
- C. Notes: Area of alarm
- D. [Caller]: Name//Empl, [Address]: Security Company
- E. Officers will check entry points and inside residence if unsecured entry point
 - i. Do not transmit to officers while they are searching residence
- F. Can only disregard false alarm authority alarm company. If resident calls, tell them they need to contact alarm company.

4. Resident calling

- A. Get location, tell them to lock themselves in a secure room, *stay on the line with them!*
- B. Dispatch 2 WLPD ("Unit ### and unit to assist...") – give location, nature
- C. Get name/contact number
- D. Officers will check entry points and inside residence if unsecured entry point
 - i. Do not transmit to officers while they are searching residence
- E. If nothing suspicious, officer will ask you to have resident come out of secure room to meet them – stay on the line with resident if possible

5. Bank - "silent hold up, glass break, motion detector, etc..."

- A. Get location, bank name, type of alarm, name/contact number
- B. Use the #2 tone to dispatch WLPD: "Attention WL units, bank alarm at <address>, <name of bank>, <repeat address>"
- C. Notes: Type of alarm
- D. When you receive an active alarm for one of the banks, you will establish contact by dialing the number associated with the bank, and ask "IS DIGBY THERE?" The bank's response should be NO for a False Alarm. If the bank answers YES, dispatch will advise all officers that contact has been made with the bank, and proceed with EXTREME CAUTION. Dispatch is not to transmit that improper code was given.

ALL FALSE ALARMS ARE ASSIGNED A CASE NUMBER!

If alarm company cancels while WLPD is still en route to location, do not assign case number.

ANIMAL COMPLAINT

WLACO is not an exterminator!

1. **Animal complaint (barking, etc)**
 - A. Get location of offending animal, type of complaint, name/address/contact number
 - B. Dispatch WLACO – give location, nature
 - i. If WLACO is 10-42, dispatch WLPD – give location, nature
 - C. Notes: Details of complaint.
2. **Injured domestic animal, contained**
 - A. Get location, type of animal, nature of injury, name/contact number
 - B. Dispatch WLACO – give location, nature
 - i. If WLACO is 10-42, advise owner to contact PU Animal Clinic or Tippecanoe Humane Society
 - a. PU Small Animal Clinic 765 494 8397
 - b. Tippecanoe Humane Society 765 474 5222
 3. **Stray animal, contained**
 - A. Get location, name/contact number
 - B. Dispatch WLACO – give location, nature
 - i. If WLACO is 10-42:
 - a. Advise compl to keep animal until ACO is 10-41
 - b. Advise compl to bring it to the Humane Society
 - c. Advise compl to let it go
 - d. Dispatch WLPD – give location, nature
 4. **Lost animal**
 - A. Get location animal is missing from, description of animal (breed, color, approx weight, age, special markings, name, collar), time delay, name/contact number
 - i. Ask compl if we can give out their number if their animal is found
 - B. Compl also needs to contact Humane Society to see if animal was brought in
 - C. Print CAD to our printer in case someone finds animal
 4. **Found animal, contained**
 - A. Get location animal was found, description of animal (breed, color, approx weight, age, special markings, collar), name/address/contact number
 - B. Dispatch WLACO – give location, nature
 - i. If WLACO is 10-42:
 - a. Advise compl to keep animal until ACO is 10-41
 - b. Advise compl to bring it to the Human Society
 - c. Dispatch WLPD – give location, nature
 - C. Print CAD to our printer in case owner calls in
6. **10-50 Vehicle-Animal**
 - A. Get location, description of vehicle involved, if anyone is hurt (if so, becomes 10-50 PI), type of animal involved, name/contact number
 - B. Dispatch WLPD – give location, nature, description of vehicle involved, type of animal involved
 - C. Notes: Description of vehicle involved, type of animal involved
 - D. Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)
 - E. If towing is needed (and it's not by owner's request), click [Veh] and select towing company
7. **Road kill**
 - A. Get location, type of animal, name/contact number

1/14/2008

- B. Dispatch WLACO – give location, nature, type of animal
i. If WLACO 10-42, dispatch WLPD *only* if animal is a traffic hazard. Otherwise print CAD sheet to WLACO's printer and send him an email.

Any associated paperwork should be printed to "hp deskjet 5550 series"
Thursday AM: 196 WLACO acts as court bailiff

ASSIST OTHER DEPT

Occurs when TCPD/LPD/PUPD spawns a call to us for assistance

AUTO DAMAGE NOT ACCIDENT
(i.e. shopping cart runs into vehicle, causing damage)

Get location, vehicle description, description of damage, time delay, name/contact number

Dispatch WLPD – give location, nature, vehicle description, description of damage

Notes: Description of vehicle and damage

AUTO THEFT
Make sure vehicle was not towed!

1. If in progress:

- A. Immediately get location occurred, vehicle description, direction of travel, description of suspect
- B. Dispatch WLPD – give location, nature, vehicle description, direction of travel
- C. Ask if suspect is known to compl
 - i. If suspect's name is on the registration, it is *not* auto theft
 - ii. If compl gave suspect permission to use the vehicle, becomes UNAUTHORIZED CONTROL
- D. Get name/contact number
- E. Notes: Vehicle description, direction of travel, description of suspect
- F. Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)

2. If significant time delay:

- A. Get location vehicle was last in, vehicle description, license plate, possible suspects, name/contact number
- B. Dispatch WLPD – give location, nature, time delay, let them know all towing companies were contacted
- C. Notes: Vehicle description, time delay
- D. Enter vehicle information in [Veh] – plate, year, model, make, color (info from 10-28)

BATTERY**1. If in progress:**

- A. Immediately get location, suspect description, direction suspect was last seen heading, description of injuries, if medic is needed
 - i. If medic is needed...
 - a. Spawn the call to TCPD
 - b. Dispatch WLFD for medical dispatch – give location, nature, description of injuries
- B. Immediately dispatch WLPD – give location, nature, suspect description, direction suspect was last seen heading
- C. Get possible suspects, possible reason for battery, name/contact number
- D. Notes: Suspect description, direction suspect was last seen heading, injuries sustained by victim
 - i. Additional notes: TEAS ####, hospital

2. If significant time delay:

- A. Get location, time delay, suspect description, last known location of suspect, description of injuries, if medic is needed, name/contact number
 - i. If medic is needed...
 - a. Spawn the call to TCPD
 - b. Dispatch WLFD for medical dispatch – give location, nature, description of injuries
- B. Dispatch WLPD – give location, nature, time delay, suspect description, last known location of suspect
- C. Notes: Time delay, suspect description, direction suspect was last seen heading, injuries sustained by victim
 - i. Additional notes: TEAS ####, hospital

Domestic calls or fights may be changed to BATTERY nature code after someone is charged w/ battery.

BURGLARY**1. If in progress:**

- A. Immediately get location, description of suspects, if they have any weapons
- B. Immediately dispatch WLPD – give location, nature, description of suspects, any known weapons
- C. Get number of people in the residence, advise caller to lock themselves and others in a secure room, *stay on the line with them!*
- D. Advise WLPD of where caller is at in the residence
- E. Ask if suspects are known to caller
- F. Keep updated! If suspects leave, are they in a vehicle or on foot?
 - i. If in vehicle, get description of vehicle, direction of travel
 - ii. If on foot, get direction of travel
- G. Notes: Description of suspects, any known weapons

2. If significant time delay:

- A. Get location, time delay, description of items stolen, possible suspects, name/contact number
- B. Advise compl not to touch anything
- C. Dispatch WLPD – give location, nature, time delay, description of items stolen
- D. Notes: Time delay, description of items stolen

CHILD MOLEST

Get location molestation occurred, time delay, suspect description/information, current location, name/relation to child/contact number

Get mother's name

Do NOT put child's name anywhere in CAD sheet!

Dispatch WLPD – give location, nature, time delay, suspect description or information

May need to contact CPS

CIVIL MATTER

Nature code may get switched to "Civil Matter" after officers arrives at scene.
Police will not get involved w/ a civil matter.

CHECK WELL BEING

(Of person)

1. General

- A. Get location, reason for check well being, description of person, if medic is needed, possible injuries, name/contact number
 - i. If medic is needed...
 - a. Spawn the call to TCPD
 - b. Dispatch WLFD for medical dispatch – give location, nature, description of injuries
- B. Dispatch WLPD – give location, nature, description of person
- C. Notes: Reason for check well being, description of person
 - i. Additional notes: TEAS ####, hospital

2. Relative – Caller is out-of-town

- A. Get location, reason for check well being, description of person, description of vehicles, name/relation of caller/contact number
- B. Dispatch WLPD – give location, nature
- C. Notes: Reason for check well being, description of person and vehicles

3. Homeless person

- A. Get location, description of person, name/contact number
- B. Dispatch WLPD – give location, nature, description of person
- C. Notes: Description of person

4. Elderly person

- A. Get location, age of person, any medical problems/prescriptions, description of vehicles, name/relation of caller/contact number
- B. Dispatch WLPD – give location, nature, age of person
- C. Notes: Age of person, medical problems, description of vehicles

COURTESY CALL/NOISE

Use when officers come across violation of city noise ordinance (self-initiated).

Assign case number for written warnings and citations

Check [Call Hist] – transmit previous dates/notes if prior noise complaints

CRIMINAL MISCHIEF**1. Vandalism to vehicle**

- A. Get location, vehicle description, time delay, description of damage, name/contact number
- B. Dispatch WLPD – give location, nature, time delay, vehicle description
- C. Notes: Vehicle description, description of damage, time delay

2. Vandalism to property

- A. Get location, time delay, description of damage, name/contact number
- B. Dispatch WLPD – give location, nature, time delay, description of damage
- C. Notes: Description of damage, time delay

DELIVER MESSAGE

(Out-of-town family members are unable to contact someone, etc.)

Get location to deliver message, person to be contacted, vehicle description, message to be delivered, name/relationship to person/contact number

Dispatch WLPD – give location, nature, message

Notes: Message

DISABLED VEHICLE**1. If blocking traffic**

- A. Get location, vehicle description, what traffic is affected, name/contact number
- B. Advise them to put their flashers on.
- C. Dispatch WLPD – give location, nature, vehicle description, traffic affected
- D. Notes: Vehicle description, traffic affected
- E. Officer cannot jump vehicle for liability reasons.

2. If self-initiated

- A. Run 10-28 – send info to unit's MDT, check local 10-29 on registered owner
- B. Enter vehicle information in [Veh] – plate, year, model, make, color

DOMESTIC

(10-16)

Immediately get location! Check if there are any weapons! Check if battery has occurred!

Dispatch WLPD – "Attention WL units, active 10-16 at <location>."

Ask if medic is needed, get description of injuries

If medic is needed...

Spawn the call to TCPD

Dispatch WLFD for medical dispatch – give location, nature, description of injuries.

Have WLFD stand by in the area until officers make scene.

Get name and DOB of parties involved to check 10-29

Try to keep caller on the phone until units arrive!

Keep updated! If suspect leaves: get last known direction of travel/possible destination, description of vehicle, description of subject, possible weapons

Notes: General description of situation and suspect information

Additional notes: Vehicle description and last known direction of travel if subj fled

Additional notes: TEAS ####, hospital

DEPT INFO WLPD
Self-initiated

May need to assign case number to generic CAD sheet

DRUG LAW VIOLATION

Get location of violation, name/description of subjs involved, name/address/contact number
Dispatch WLPD – give location, nature, description of subjs
Notes: “Compl advises use/smell/etc of Sig 60.”
Check local 10-29 on all parties involved
Check all parties/addresses involved in RMS for Sig 60 alerts
Nature code may be changed to Drug Law Violation from Traffic Stop, etc.

DRUNK DRIVER
(10-55)

Immediately get location, direction of travel, description of vehicle, license plate
Send 10-28 to units responding to call
Dispatch WLPD – give location, nature, direction of travel, vehicle description
Get description of offensive driving (driving left of center, swerving, excessive speeding, etc.)
Nameblock caller: get name/address/contact number if they are willing to give statement to officer
Notes: Possible 10-55, direction of travel, vehicle description, general description of offensive driving
Must wait 20 minutes to administer breathalyzer:
Officer will say “Mark time Signal 42.”
Notes: Mark time Sig 42
Transmit to officer “###, your mark time is ---.”

EXPATROL
(Extra Patrol)

Get location, reason for extra patrol, time span, description of vehicles that will be in the area, name/contact number of keyholders
Notes: Reason for extra patrol, description of vehicles that will be in the area, name/contact number of keyholders
Send MDT message to appropriate district/city cars and shift command
Send email to WLPD ALL
Print CAD sheet to our printer and the report room

FIGHT
(10-10)

Immediately get location of fight

Dispatch WLPD – “Attention WL units, 10-10 at <location>.”

Get weapons involved, number of people involved, description of people involved

Ask if medic is needed, get description of injuries

Spawn the call to TCPD

Dispatch WLFD for medical dispatch – give location, nature, description of injuries

Have WLFD stand by in the area until officers make scene.

Keep updated! Stay on the phone w/ the caller until units arrive on scene - keep checking location, update status of fight

Notes: Description of people involved, description of any injuries

Additional notes: TEAS ####, hospital

FIRE ALARM**1. Security company calling**

- A. Get location, resident/business name, area of residence/business triggering alarm, if they have they made contact w/ resident, if a keyholder is enrt/vehicle description/ETA, name/contact number
- B. Dispatch WLFD – give location, nature, area of residence/business
- C. Dispatch WLPD – give location, nature, area of residence/business
- D. Notes: Area of alarm, if keyholder is enrt (if so, ETA and vehicle description)
- E. [Caller]: Name//Empl, [Address]: Security Company

2. Resident calling

- A. Get location, if flames/smoke visible
- B. Advise caller to get all people out of residence
- C. Dispatch WLFD – give location, nature, whether flames/smoke visible
- D. Dispatch WLPD – give location, nature, whether flames/smoke visible
- E. Notes: Whether flames/smoke visible

3. Pull alarm

- A. Get exact location (i.e. w/in apartment complex), if flames/smoke visible
- B. Advise caller to get all people out of residence
- C. Dispatch WLFD – give location, nature, whether flames/smoke visible
- D. Dispatch WLPD – give location, nature, whether flames/smoke visible
- E. Notes: Pull alarm. State whether flames/smoke visible

FALSE ALARMS...

If security company calls back and advises false alarm while WLFD is still enrt:

Advise WLFD to Sig 9, authority alarm company.

Notes: Sig 9, authority <alarm company>.

If unit on scene advise of false alarm:

Change “Ser” field to *LAW* and assign case number

Notes: {###} advised false alarm.

Print to Patrol. *Make sure WLPD officer is primary and still on the call when you print call!!*

FIRE BUILDING/STRUCTURE

Immediately get location, if flames/smoke are visible
Dispatch WLFD – give location, nature, whether flames/smoke visible
Dispatch WLPD – give location, nature, whether flames/smoke visible
Advise caller everyone needs to get out of the building
Ask if there are more people in the building
Transmit this info to WLPD and WLFD
Send TEAS to stand by in the area.
Spawn the call to TCPD
Transmit info to WLFD – restate location and nature and give description of injuries
If caller is out of the building and safe, get name/contact number
Notes: Whether flames/smoke visible
Additional notes: TEAS ####, hospital

FIRE CALL MISC

1. **Blown transformer**
 - A. Get location, whether or not power is out, name/contact number
 - B. Dispatch WLFD – give location, nature
 - C. Notes: Blown transformer
 - i. Additional notes: Pole number
 - D. Call Duke Energy – give location, nature, whether power is out
 - i. Additional notes: DE contacted, <ETA>
 - ii. Transmit to WLFD “10-43 Duke Energy contacted, <ETA>.”
1. **Smell of natural gas**
 - A. Get location, name/contact number
 - B. Dispatch WLPD to verify smell of natural gas – give location, nature
 - C. Notes: Smell of natural gas
 - D. Once smell is verified, dispatch WLFD – give location, nature
 - E. Contact Vectren w/ location, nature
 - i. Additional notes: Vectren contacted, <ETA>
 - ii. Transmit to WLFD “10-43 Vectren contacted, <ETA>.”

FIREWORKS

Get location, name/contact number
Dispatch WLPD – give location, nature

GAS LEAK

Get location, if affecting traffic, name/contact number
Dispatch WLFD – give location, nature
If affecting traffic, dispatch WLPD – give location, nature
Contact Vectren w/ location, nature
Notes: Whether affecting traffic
Additional notes: Vectren contacted, <ETA>
Transmit to WLFD “10-43 Vectren contacted, <ETA>.”

FIRE GRASS AND TRASH

Use when dumpsters are set on fire.

Get location, if there is anything in the area that could catch on fire, possible suspects, name/contact number

Dispatch WLFD – give location, nature

Keep updated! Stay on the phone with caller in case anything else catches on fire.

FIRE ODOR

Get location, if flames/smoke are visible, name/contact number

Dispatch WLFD – give location, nature

Notes: Whether flames/smoke visible

FIRE VEH

Get location, possible reason for fire, description of vehicle, if anyone is in the vehicle, anything in area that could catch on fire, name/contact number

If medic is needed...

Spawn the call to TCPD

Dispatch WLFD for medical dispatch – give location, nature, and description of injuries

Dispatch WLPD and WLFD simultaneously ASAP – give location, nature

Keep updated! Stay on the phone with caller in case anything else catches on fire.

Notes: Vehicle description, description of injuries (if any)

Additional notes: TEAS ####, hospital

FLAG DOWN

Officer is flagged down by pedestrian.

Self-initiated

FOLLOW UP

Self-initiated

Notes: Ref case ##-#### (if known)

FOUND PROPERTY**1. Civilian calling in:**

- A. Get location, description of item, name/contact number
- B. Dispatch WLPD – give location, nature
- C. Notes: Description of property

2. Self-initiated

- A. Note: Found _____
- B. If property is too large to fit in squad car (i.e. bicycle), dispatch WLACO

FOUND CHILD

Get location, description of child, name/contact number
Dispatch WLPD – give location, nature, description of child
Do not put child's name in CAD sheet!

FRAUD**1. Counterfeit bill**

- A. Get location, approximate time bill was collected, description of person, description of vehicle subj left in, whether there is any surveillance video, name/contact number
- B. Dispatch WLPD – give location, nature
- C. Notes: Counterfeit bill, description of person

2. Fraudulent mail

- A. Get location, company mail was received from, general description of fraud, whether compl still has copy of letter, name/contact number
- B. Dispatch WLPD – give location, nature
- C. Notes: General description of fraud

HARASSMENT

Get location harassment occurred, type of harassment, suspect, time delay, name/contact number
Dispatch WLPD – give location, nature, description of harassment, time delay
Notes: Description of harassment, time delay

HARASSMENT/PHONE

Get how often compl is receiving harassing calls, possible suspect info, time delay, name/contact number
Dispatch WLPD – give location, nature
Notes: Description of harassment, time delay

IDENTITY THEFT

Get possible suspect info, name/contact number
Advise caller to cancel credit cards
Dispatch WLPD – give location, nature
Notes: Possible suspect info

INDECENT EXPOSURE

Get location, description of person, direction person was last seen heading, name/contact number
Dispatch WLPD – give location, nature, description of person, direction offender was last seen heading
Notes: Description of person, direction offender was last seen heading

JUVENILE PROBLEM

Get location, description of problem, name/age of juvenile, name/contact number
Dispatch WLPD – give location, nature, description of problem
Do not put juvenile's name in CAD sheet!
Notes: Description of problem

LOST PROPERTY

We will document, but won't take report
Get description of item lost, approximate location lost, name/contact number
Advise compl to cancel credit cards, if needed
Ask compl if we can give out their number if their property is found
Notes: Description of item lost
Print CAD sheet to our printer in case someone finds the property
Give them event number if needed for insurance purposes, etc.

MEDICAL PROBLEM

Automatically spawns to TCPDI!

Get location, major complaint, what entrance to use, name/contact number
Dispatch WLFD first – give location, nature, major complaint, what entrance to use
Arnett Emergency Clinic – NEVER send WLFD!!!
Dispatch WLPD if life-threatening, involves alcohol/drugs, or person is hostile or 10-96 – give location, nature, major complaint
Notes: Main complaint, note if they requested no fire

MENTAL PROBLEM

(10-96)

Get location, description of problem, description/name of 10-96, name/contact number
Dispatch WLPD – give location, nature, description of problem, description of 10-96
Notes: Description of problem, description of 10-96
May need to contact Wabash Valley Hospital

MINOR CONSUMING

Get location, name/age of minor, how compl came about info, name/contact number
Dispatch WLPD – give location, nature
Do not put name of minor in CAD sheet!

MISC COMPLAINTS

Catchall for any event not covered by existing Nature code

MISSING PERSON

Get location person is missing from, name/DOB of missing person, description of person, any medical history, time last seen, description of vehicles, possible destinations, name/contact number
Dispatch WLPD – give location, nature, description of person
If apartment needs to be checked, contact management for access to apartment
Notes: Description of person, time delay

NO TOW

Get location, description of vehicle, license plate, reason for no tow, when vehicle will be removed, name/contact number
Notes: Description of vehicle, license plate, reason for no tow, when vehicle will be removed
Send MDT message to appropriate district/city cars and shift command
Send email to WLPD ALL
Print CAD sheet to our printer

You cannot give someone permission to leave their vehicle on private property.

NOISE COMPLAINTS

Use when noise complaint is called in.

Get location, description of noise, name/address/contact number
Dispatch WLPD – give location, nature, description of noise
Check [Call Hist] – transmit previous dates/notes if prior noise complaints
Notes: Description of noise
Assign case number for written warnings or citations. Verbal warnings do not get a case number.

NON-MEDICAL RUNS

(Lifting assistance, etc.)

Get location, type of assistance needed, name/contact number
Dispatch WLFD – give location, nature, description of assistance needed
Notes: Lifting assistance, etc.

OPEN DOOR

Get location, location of door on building, name/contact number
Dispatch WLPD – give address, nature, door location
Do not transmit to WLPD while they are searching building for intruders!
Notes: Location of door
Contact keyholder to alert them of problem
If keyholder enrt, get vehicle description and ETA
Additional notes: Keyholder <name> enrt, <ETA>, vehicle description

PARKING PROBLEM**1. Parking affecting flow of traffic**

- A. Get location, description of vehicle, name/contact number
- B. Dispatch WLPD Parking – give location, vehicle description, description of problem
 - i. If WLPD Parking 10-42, dispatch WLPD – give location, vehicle description, description of problem
- C. Notes: Description of vehicle and problem

2. Assistance out of parking space

- A. Get location, description of vehicle, name/contact number
- B. Advise caller to turn on flashers
- C. Dispatch WLPD – give location, nature
- D. Notes: "Assistance needed out of parking space."

PROTECTIVE ORDER VIOLATION

Get location, name/description of offender, find out if he's still at the location, name/contact number

Dispatch WLPD – give location, nature, description of offender

If offender is no longer at location, find out what direction he was heading and if he left by foot or by vehicle. If by vehicle, get description of vehicle.

Notes: Description of offender

PUBLIC INTOX**1. If civilian calling in:**

- A. Get location, description of person, direction last seen heading, name/contact number
- B. Dispatch WLPD – give location, nature, description of person, direction last seen heading
- C. Keep updated! Stay on the phone with caller and continually check for updates on person's location and actions.
- D. Notes: Description of person, direction last seen heading

2. Self-initiated

- A. Get location

RAPE**1. If just occurred:**

- A. Immediately get location, time delay, description of suspect, last known direction of travel
 - i. Enter location on ISR as #####-BLK <Street name>
- B. Dispatch WLPD – give location, nature, time delay, description of suspect, last known direction of travel
- C. Medic is needed:
 - i. Spawn the call to TCPD
 - ii. Dispatch WLFD for medical dispatch – give location, nature, and description of injuries
 - a. Have WLFD stand by in the area until officers make scene.
- D. Does victim know her attacker?
- E. Get name/contact number
 - i. Do NOT put victim's name anywhere in CAD sheet!
- F. Keep updated! Stay on the phone with caller until officers arrive on scene.
- G. Notes: Description of suspect, last known direction of travel
 - i. Additional notes: TEAS ####, hospital

2. If significant time delay:

- A. Get location, time delay, description of suspect, if suspect was known to victim, name/contact number
 - i. Enter location of ISR as #####-BLK <Street name>
 - ii. Do NOT put victim's name anywhere in CAD sheet!
- B. Ask if medic is needed.
 - i. If medic is needed:
 - a. Spawn the call to TCPD
 - b. Dispatch WLFD for medical dispatch – give location, nature, and description of injuries
- C. Notes: Description of suspect, time delay
 - i. Additional notes: TEAS ####, hospital

RECKLESS DRIVER/TRAFFIC

Signal 23

Immediately get location, description of car, license plate, direction of travel

Send 10-28 to units responding to call

Dispatch WLPD – give location, nature, description of vehicle, license plate, direction of travel

Get name/contact number

Notes: Vehicle description, last known direction of travel

REPO

Get location, description of vehicle, license plate, name of owner, name/company/contact number

Notes: Vehicle description, license plate number

Print CAD sheet to our printer in case owner calls in wanting to report vehicle stolen

ROBBERY

1. If in progress to a business:
 - A. Immediately get location
 - B. Dispatch WLPD – “Attention WL units, active robbery at <location>!”
 - C. Get description of suspects, if any weapons are seen, if suspects are known to them (i.e. former employees)
 - D. Keep updated! Stay on the phone with caller as long as possible.
 - E. Notes: Description of suspects, weapons
2. If in progress to a residence:
 - A. Immediately get location
 - B. Dispatch WLPD – “Attention WL units, active robbery at <location>!”
 - C. Get description of suspects, if any weapons are seen, if suspects are known to them
 - D. Advise resident to get to a secure location
 - E. Keep updated! Stay on the phone with caller as long as possible.
 - F. Notes: Description of suspects, weapons
3. If significant time delay:
 - A. Get location, description of suspects, time delay, if there is surveillance video, name/contact number
 - B. Dispatch WLPD – give location, nature, time delay
 - C. Notes: Description of suspects, time delay

SHOTS FIRED/HEARD SOMEWHERE

Immediately get location
Dispatch WLPD – give location, nature
Get number of shots, name/contact number
Notes: Number of shots fired/heard
If there are additional callers, get their location, name/contact number – try to pinpoint where shots are coming from
Transmit 10-43 to WLPD

SEX OFFENSE
(Grabbing, etc)

Get location offense occurred, time delay, general description of what occurred, suspect description/information, name/contact number
Enter location: ###-BLK Street name
Do NOT put victim's name in CAD sheet.
Dispatch WLPD – give location, nature, suspect description/information
Notes: Suspect description/information
Do not put type of assault in notes.

SKATEBOARDERS

Get location, number/description of skateboarders, name/contact number
Dispatch WLPD – give location, nature, number/description of skateboarders
Notes: Number/description of skateboarders

SOLICITOR/GENERAL

Get location, description of solicitor, last known direction of travel, method of travel, time delay, name/contact number

Dispatch WLPD – give location, nature, description of solicitor, last known direction of travel, method of travel

Notes: Description of solicitor, last known direction of travel, method of travel

SPEAK TO SUBJECT

Self initiated

STAND BY DETAIL**1. CPS**

- A. Get location, name of parent(s), CPS vehicle description, time they will be going to location, name/contact number
 - i. We will send officer when CPS calls to let us know they have arrived
 - ii. Check local 10-29 on parents
- B. Notes: Standby w/ CPS, vehicle description
- C. Dispatch WLPD *when CPS has arrived* – give location, nature, CPS vehicle description

2. Custody Exchange

- A. Get location, name of parents, description of vehicle parent will be in to meet officer, time they will be going to location, name/contact number
 - i. Check local 10-29 on parents
- B. Make sure parent has copy of custody order.
- C. Notes: Custody exchange b/t _____ and _____.
- D. Dispatch WLPD *when parent has arrived* – give location, nature, description of vehicle

3. Eviction

- A. Get location, name of evictee, description of evictor, name/contact number
- B. Check local 10-29 on evictee
- C. Dispatch WLPD – give location, nature, description of evictor
- D. Notes: Eviction

SUICIDE/SUICIDAL SUBJECT

Immediately get location of suicidal person and ask if person has a weapon

Dispatch WLPD – give location, nature, whether there are any weapons

Get description of suicidal person

Do not put suicidal person's name in CAD sheet

Enter location as #####-BLK <Street Name>

If they live in apartment complex and may be at home, call apartment manager to let officers in

Transmit to WLPD description of suicidal person

Dispatch TEAS and WLFD to stand by in the area until officers make scene.

Spawn the call to TCPD

Dispatch WLFD for medical dispatch – give location, nature

Get suicidal person's vehicle description, possible reasons for attempted suicide

Get name/contact number, relation to suicidal person

SUSPICIOUS INCIDENT

Get location, description of suspicious incident, name/contact number
Dispatch WLPD – give location, description of suspicious incident
Notes: Description of suspicious incident

SUSPICIOUS PERSON

Get location, description of suspicious person, name/contact number
Get reason why the person is suspicious (What are they doing?)
Dispatch WLPD – give location, nature, description of suspicious person
Keep updated! Stay on the phone with caller until officers arrive.
Notes: Description of suspicious person

SUSPICIOUS VEHICLE

Get location, description of suspicious vehicle, license plate, description of suspicious circumstances, name/contact number
If have plate info, send 10-28 to units on the call
Dispatch WLPD – give location, nature, description of suspicious vehicle and suspicious circumstances
Notes: Description of suspicious vehicle and suspicious circumstances

THEFT OF A BIKE

Get location, description of bicycle, time delay, name/contact number
Dispatch WLPD – give location, nature, time delay
Notes: Description of bicycle

THEFT/FAILURE TO PAY
Use when customers fail to pay for meal/gas, etc

1. Gas Station

- A. Get location, time delay, vehicle description, direction of travel, description of driver/passengers, name/contact number
 - i. Send 10-28 to units on call
- B. Dispatch WLPD – give location, nature, time delay, description of vehicle/driver/passengers, direction of travel
- C. Notes: Failure to pay for ___, time delay, description of vehicle/driver/passengers, direction of travel

2. Restaurant

- A. Get location, time delay, description of offenders, vehicle description, direction of travel, name/contact number
- B. Dispatch WLPD – give location, nature, time delay, description of customer/vehicle, direction of travel
- C. Notes: Failure to pay for ___, time delay, description of customer/vehicle, direction of travel

THEFT OF PROPERTY

Get location, description of property, time delay, name/contact number
Dispatch WLPD – give location, nature, time delay, description of property
Notes: Theft of <description of property>, time delay

THEFT/BY SHOPLIFTING

1. If in progress:

- a. Get location, time delay, description of suspect
- b. Dispatch WLPD – give location, nature, time delay, description of suspect
- c. Keep updated! Stay on the phone with caller in case shoplifter leaves premises
- d. Get name/contact number
- e. Notes: Description of person, time delay

2. If shoplifter is already detained:

- a. Get location, suspect's information, name/contact number
 - i. Run local 10-29 and check for priors in RMS
 - ii. Run 10-27
- b. Dispatch WLPD – give location, nature

THEFT FROM A VEHICLE

Get location, description of vehicle, description of items stolen, time delay, name/contact number
Dispatch WLPD – give location, nature, vehicle description
Advise caller to put their flashers on.
Notes: <Description of items> stolen from <description of vehicle>.

TRAFFIC STOP
Self initiated

TRESPASSING

1. If someone is warned for trespassing:
 - A. Usually, a call is changed to TRESPASSING from a different Nature code if a subject was warned for trespassing
2. If someone has previously been warned for trespassing and returns to property:
 - A. Get location, name/description of trespasser, name/contact number
 - B. Dispatch WLPD – give location, nature, name/description of person
 - C. Notes: Name/description of person

TRAFFIC 24 HR TAG

City ordinance: Vehicles parked on the street must be moved after 24 hours.

Marking 24 hour tags

Get location, vehicle description, license plate, name/contact number (vehicle must be parked on a city street to be marked for 24 hour violation)
Dispatch WLPD – give location, nature – “Mark <vehicle description> for 24 hour.”
Notes: Vehicle description
Assign case number if vehicle is marked

1. Vehicle moved
 - A. Reopen original case or (if too much time has passed) start a new CAD sheet with Nature code FOLLOW UP
 - B. Notes: Ref ##-#### (original case number)
 - C. Bring up original case and add note “Vehicle moved”
 - D. Clear FOLLOW UP call w/out a case number put in the notes cross reference with case ##-####.
2. Expired 24 hour tags
 - A. Reopen original case or (if too much time has passed) start a new CAD sheet with Nature code FOLLOW UP
 - B. Contact towing company
 - C. Notes in FOLLOW UP and original TRAFFIC 24 HR TAG: Contacted <towing company> ref case ##-####

BLOCKING DRIVE COMPLAINT

Get location, description of vehicle, name/contact number
Dispatch WLPD – give location, nature, description of vehicle
Notes: Description of vehicle

TRAFFIC CONTROL

Get location, reason for traffic control, name/contact number
Dispatch WLPD – give location, nature, reason for traffic control
Notes: Reason for traffic control

TRAFFIC HAZARD OBJECT IN ROAD

Get location, description of traffic hazard, name/contact number
Dispatch WLPD – give location, nature, description of traffic hazard
Notes: Description of traffic hazard

TRAFFIC PRIVATE PROPERTY

Get location, vehicle description, name/contact number
MAKE SURE THEY HAVE AUTHORIZATION FORMS! The person calling in the complaint must be an authorized agent. We cannot give residents tickets if they are parked in the wrong spot this must be handled by the management.
Dispatch Parking Control – give location, nature, vehicle description
If Parking Control is 10-42, dispatch WLPD – give location, nature, vehicle description
Notes: Vehicle description.
Assign a case number if vehicles are ticketed.

TRAFFIC REPAIR/SIGNALS/LIGHTS

Get location, description of traffic repair that's needed, traffic control will be determined by the officer/shift command, name/contact number
Dispatch WLPD if traffic control is needed – give location, description of traffic repair that's needed, description of traffic control that's needed
Notes: Description of traffic repair that's needed, description of traffic control needed
Contact WL Street Dept/State Hwy re traffic repair that is needed

TRAFFIC PARKING REQUEST (WLPD)

Use for posting of no parking signs.

Company must retrieve the no parking signs from the Records Department
If construction company posts No Parking signs for construction, vehicles are given 24 hours to move
Get location
Dispatch WLPD to mark vehicles for 24 hours – give location, nature

WHEEL LOCK

1. **Parking control calling w/ plate number to check for a wheel lock**
 - A. Call WL Clerk to check for a wheel lock
 - i. Give them plate number and description of vehicle
 - ii. If they can lock, transmit to Parking Control while WL Clerk is still on the phone
 - iii. Parking Control will give you location of vehicle – relay info to WL Clerk
 - B. Notes: Wheel lock placed for unpaid fines on <vehicle description>.
 - C. Assign report number.
 - D. Print the CAD sheet to our printer and to Reports
2. **WL Clerk's office calling to say wheel lock can be removed**
 - A. Contact Parking Control (191,194,195) to let them know.
 - B. Notes: Wheel lock can be removed, 19# advised.
 - C. When Parking Control states wheel lock has been removed, enter in notes "Fines paid, wheel lock removed."
 - D. Print the CAD sheet to Records

UNAUTHORIZED CONTROL

Get location, vehicle description, suspect information, possible destinations, time delay, name/contact number
Dispatch WLPD – give location, nature, time delay, vehicle description, suspect information, possible destinations
Notes: Vehicle description, suspect information, possible destinations, time delay

UNWANTED GUEST

Get location, name of business, description of offender, where subj is in business
Jakes: Ask if parking lot side or State St side
Dispatch 2 WLPD ("Unit ### and unit to assist..."): give location, nature code
Ask if subj is detained
Get name/contact number
Caller: <Name>//EMPL
Notes: 10-56 <description of person>
If person is warned for trespass, make note in RMS

VIN CHECK

Required by BMV when someone purchases an out of state vehicle

There is a \$5.00 fee for a vin check and that must be paid to the Records Dept Monday-Friday 8-4, the officers cannot take money.

1. **If VIN check in WLPD lot:**
 - A. Location: 711 W Navajo
 - B. Dispatch WLPD for "VIN check at HQ"
2. **If unit transmits 10-28 request by VIN:**
 - A. Transmit to officer the license plate/year/make/model of car and Signal 40/Signal 80 status

WARRANT SERVICE

Get name/location of Sig 40 subj, name/description of vehicle/contact number, approximate time of warrant service
Dispatch WLPD *when person has arrived* – give location, nature, vehicle description
Notes: Name of Sig 40 subj

WEATHER RELATED CALLS

Use for trees or lines down caused by inclement weather

WOW LOOKING FOR SUBJECT

Self initiated

Notes: Name of Sig 40 subj

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Article IV Discipline.pdf

ARTICLE IV

DISCIPLINE

ARTICLE IV - DISCIPLINE

The purpose of this Article is to supplement the disciplinary action the Police Merit Commission may take as set forth in I.C. 36-8-3.5-17 through 19.

A. Offenses Which Require Disciplinary Action.

- (1) Offenses. I.C. 36-8-3.5-17(b) states that disciplinary action may be taken for the following offenses:
- a) conviction of a crime;
 - b) neglect of duty: This offense is defined in Article III.E.(15) of these rules and regulations;
 - c) neglect or disobedience of orders: This offense is defined in Article III. E. (7) of these rules and regulations;
 - d) continuing incapacity;
 - e) absence without leave: This offense is defined in Article III.E.(14) of these rules and regulations;
 - f) immoral conduct: This offense is defined in Article III.E.(54) of these rules and regulations;
 - g) conduct injurious to the public peace or welfare;
 - h) conduct unbecoming a member: This offense is defined in Article III.E.(1) of these rules and regulations.
 - i) furnishing information to an applicant for appointment or promotion that gives that person an advantage over another applicant; or
 - j) a finding of a breach of the rules of conduct as set forth in Article III of these Rules and Regulations.

B. Disciplinary Action by the Commission. Pursuant to I.C. 36-8-3.5-17(a), the Commission may take the following disciplinary action against a regular member of the department:

- (1) Actions Available.
- a) Suspension with or without pay;
 - b) Demotion; or
 - c) Dismissal;

(2) Remuneration. If a member is suspended, that member is entitled to the member's remuneration and allowances for insurance benefits to which the member was entitled before the suspension. In the event the City of West Lafayette is providing other fringe benefits to the suspended member, the City may continue to provide those benefits. The Commission shall determine if a member who is suspended in excess of five (5) days shall continue to receive the member's salary during the suspension.

(3) Fair Administration. All discipline shall be administered firmly, promptly, fairly and judiciously. In no event shall personal bias or discrimination affect the handling of disciplinary matters.

C. Procedures for Disciplinary Action. Pursuant to I.C. 36-8-3.5-17(c), the procedure for charging a member with a violation of this Article IV(A) is as follows:

(1) Charges and Hearing. If the Chief, after an internal investigation, prefers charges against a member for an alleged breach of departmental rules and regulations (including any civilian complaints for an alleged breach of Subsections (A)(1)(f), (A)(1)(g) or (A)(1)(h)), a hearing shall be conducted AT THE REQUEST OF THE MEMBER CHARGED.

- a) Within five (5) days of requesting a hearing, the parties (being the officer charged and the Chief of police) may designate, by agreement, a hearing officer. Said hearing officer must be qualified by education, training or experience.
- b) If the parties do not agree with this five (5) day period, the Commission may hold the hearing.
- c) The Commission may, in its discretion, designate a person or board, who is qualified by education, training, or experience, to conduct the hearing. Such person or board may not be in an upper level policy making position.
- d) The hearing must be held within thirty (30) days of the member's request. Continuations of the hearing may be granted by the Commission for good cause.
- e) If the member fails to request a hearing within five (5) days of the charges being preferred, the Commission shall review the findings of the Chief and take disciplinary action against the member under Section B(1).

(2) Notice. Notice of a hearing shall be in writing and served upon the member charged either by personal service or by leaving a copy of the notice at the member's last and usual place of residence. The notice shall be given at least fourteen (14) days prior to the date set for the hearing.

- a) The notice must state the following:
 - (i) the time and place of the hearing;
 - (ii) the charges against the member;
 - (iii) the specific conduct that comprises the charges;
 - (iv) that the member is entitled to be represented by counsel or another representative of the member's choice;
 - (v) that the member is entitled to call and cross-examine witness;
 - (vi) that the member is entitled to require the production of evidence; and
 - (vii) that the member is entitled to have subpoenas issued, served, and executed.
- b) The Commission may:
 - (i) compel the attendance of witnesses by issuing subpoenas;
 - (ii) examine witnesses under oath; and
 - (iii) order the production of books, papers, and other evidence by issuing subpoenas.

(3) Refusal to Cooperate. If a witness refuses to appear at the hearing after receiving written notice requiring his attendance, or refuses to produce evidence that the Commission requests by written notice, the Commission may file an affidavit in the Tippecanoe Circuit Court setting forth the facts of the refusal. The Judge of the Tippecanoe Circuit Court shall issue a summons for service by the Sheriff of Tippecanoe County requiring the appearance of the witness or the production of information or evidence.

a) Contempt. Disobedience of the summons constitutes contempt of the Tippecanoe Circuit Court. Expenses for the filing of the affidavit and issuance of the summons shall be charged to the witness, unless the Court finds that the witness acted in good faith and with reasonable cause. Otherwise all expenses shall be charged to the Commission.

(4) Burden of Proof. Any decision to discipline a member shall be made only if the preponderance of the evidence presented at the hearing indicates such course of action.

(5) Review. In the event a hearing was conducted by a hearing officer or board, other than the Commission, the member may appeal any decision by said hearing officer or board to the Commission within ten (10) days of the decision. The Commission may then affirm, modify, or reverse the decision based upon the record and any oral or written testimony (including additional or newly discovered evidence) that the commission determines.

(6) Records of Hearings. The Commission (including any hearing officer or board) shall keep a record of any disciplinary proceedings. The Commission shall give a free copy of the transcript to the member upon request if an appeal is filed.

D. Summary Discipline.

(1) Actions of Chief. Pursuant to I.C. 36-8-3.5-19, the Chief may, without a hearing, choose to summarily discipline a member, which discipline may include an oral reprimand, a reprimand in writing, or suspend without pay for a maximum of five (5) working days. One (1) day shall be equal to eight (8) hours of paid time.

(2) Commission Notification. If the Chief reprimands a member in writing or suspends a member, then, within forty-eight (48) hours, the Commission shall be notified in writing of the following:

- a) member's name;
- b) member's rank;
- c) discipline imposed;
- d) the reasons for the discipline imposed.

(3) Review Request. A member who is reprimanded or suspended may request, in writing, within forty-eight (48) hours of notification of the summary discipline, that the Commission review the summary discipline. The Commission may either affirm or reverse the Chief's decision.

(4) Hearing on Summary Discipline. The Commission may hold a hearing, at its discretion, to review the Chief's summary disciplinary actions. If a hearing is held, the Commission shall give the member written notice of the hearing either by personal service or by leaving a copy of the notice at the member's last and usual place of residence. The notice shall be given at least fourteen (14) days before the date set for the hearing and shall contain all of the provisions of Subsection C (2) above.

(5) Back Wages. If the Commission reverses the actions of the Chief, the member who was suspended is entitled to any wages withheld as a result of the suspension.

E. Appeals to the Court. Pursuant to I.C. 36-8-3.5-18, a member has the following rights with regard to a decision of the Commission:

(1) Right of Appeal. If a member is suspended for more than ten (10) calendar days, demoted, or dismissed by the Commission, that member may

appeal the Commission's decision to the Circuit or Superior Court of Tippecanoe County.

(2) Indiana Trial Rules. All appeals to the court shall be filed according to the Indiana Rules of Court except:

- a) the appeal must be verified and filed within thirty (30) days of the Commission's decision;
- b) the City of West Lafayette shall be the sole defendant;
- c) the City of West Lafayette is assumed to deny all allegations and does not need to file a responsive pleading;
- d) the member must file a bond at the time of filing the appeal conditioned on the member prosecuting the appeal to a final determination and paying the court costs incurred in the appeal;
- e) the Commission shall file a transcript of all papers, entries, and other parts of the record relating to the case within thirty (30) days after service of summons.

(3) Priority. The appeal shall take precedence over other litigation pending before the court.

F. Precedence. In the event Indiana statute is in conflict with any rules of the Commission, the Indiana statute shall take precedence.

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Article I Commission Rules.pdf

ARTICLE I

COMMISSION RULES

ARTICLE I - COMMISSION RULES

The purpose of this Article is to establish the basic rules under which the Commission shall operate.

A. Quorum.

Three members of the Commission shall constitute a quorum for the transaction of business.

B. Officers.

The Commission shall elect a president, a vice-president and a secretary.

(1) Term of Office. The officers of the Commission shall hold office for a term of one year.

(2) Election of Officers. Each January, the members of the Commission shall elect the three officers from its own membership.

(3) Vacancies and Removals. Membership vacancies and removals shall be filled by the procedure set forth in IC 36-8-3.5-7.

(4) Duty of the President. The President shall be the principal executive officer of the Commission and, subject to the control of the Commission, shall in general, supervise and control all of the business and affairs of the Commission. The President shall, when present, preside at all meetings of the Commission and shall preside as President of any hearing, including disciplinary hearings, before the Commission.

(5) Duty of the Vice-President. In the event of absence or incapacity to serve, on the part of the President of the Commission, the Vice-President shall function in the President's place.

(6) Duty of the Secretary. The Secretary shall:

a) keep the minutes of all meetings.

b) see that all notices are duly given in accordance with the provisions of these Commission rules and in accordance with IC 5-14-1.5-5 and 5-14-1.5-6.1.

c) sign with the President or Vice-President, any rules, regulations, orders which are adopted by the Commission.

d) perform such other duties as from time to time may be assigned by the President or the Vice-President.

e) maintain the eligibility list of applicants for hire and for promotion.

(7) Delegation of Authority. The Commission shall have the authority to delegate functions and duties of an administrative nature to officials or members of the Police Department of the City of West Lafayette, Indiana, or to any other persons. However, in no event, shall the delegation of specific functions or duties be construed as abandonment of its authority. The Commission will, at all times, retain its option to maintain concurrent administration of the function or duty, or to rescind its prior delegation. The Commission shall not have the power to delegate its rule-making function to any person or persons whatsoever.

(8) Employees. The Commission shall be empowered to retain the services of legal counsel. The Commission shall be empowered to employ the services of a stenographer or court reporter to take notes of all meetings and hearings to aid the Secretary of the Commission in the performance of his duties.

C. Meetings.

(1) Regular Meetings. The Commission shall hold one regular meeting each month.

a) The regular meeting shall be held in the West Lafayette City Hall, unless otherwise changed by the Commission.

(2) Special Meetings. Special meetings of the Commission may be held at any time and at any place within the City of West Lafayette, Indiana when called by the President of the Commission, or by the Vice-President in the absence or incapacity of the President. A special meeting may be called by the joint action of two (2) members of the Commission. It shall be necessary that a quorum be present to conduct a special meeting.

(3) Adjourned Meetings. Adjourned meetings of any regular or special meeting may be held, if announced prior to the termination of the meeting which is to be adjourned, at which time, the time, place, and purpose of such adjourned meeting shall be announced.

(4) Open Door Law. In all cases, meetings shall conform with IC 5-14-1.5, Indiana's Open Door Law.

(5) Notice of Meetings.

a) The Secretary shall notify all members of the Commission of the special meetings. Such notice may be given in writing, by telephone, by personal contact or by any electronic means.

b) The Secretary shall coordinate with the Office of the West Lafayette Clerk-Treasurer to notify the media by January 1 of each year of the regular meeting dates for the coming year. The Secretary or his/her

designee will also provide notice to the media of any special meetings at least 48 hours in advance of the special meeting.

c) The regular, special and adjourned meetings of the Commission are open to the public, except Executive Sessions held in accordance with I.C. 5-14-1.5-6.1, if the purpose of such special or adjourned meeting is the transaction of business of the Commission.

d) All notices shall state the time, the place, and the purpose of the meeting.

(6) Conduct of Meetings. The rules of parliamentary procedure as set forth in Roberts Rules of Order shall govern meetings and proceedings before the Commission insofar as the same is not inconsistent with the rules of this Commission or the laws and statutes of the State of Indiana.

D. Maintenance of Records.

(1) Permanent Record. A permanent record of all acts and actions of the Commission shall be maintained by the West Lafayette Clerk-Treasurer.

a) The permanent records of the Commission shall be open for inspection at all times in accordance with I.C. 5-14-3 et seq.; except the personnel records which shall be open to inspection only to the person named thereon, or to his duly authorized representative, or to other persons who, in the judgment of the Commission have a lawful or legitimate reason for such inspection.

(2) Confirmation of Records of Prior Meeting. The first order of business of any regular meeting shall be the reading of the minutes of the previous meeting. At such time, the record may be amended, corrected or modified before final confirmation. The rescission, amendment, modification or affirmation of a prior action shall be noted on the margin of the record pertaining to the original action, as well as in full detail in the records of the subsequent meeting at which the modifying action was taken

(3) Record of Oral and Documentary Evidence. A complete record shall be kept of all oral and documentary evidence in any hearing before the Commission.

(4) Records of All Hearings Shall Be Kept. In all hearings before the Commission, a complete record of the entire proceedings shall be kept. In the event of any appeal from the finding and/or order of the Commission, a transcript shall be prepared containing the record of the hearing along with the finding and order of the Commission, this transcript shall thereupon be made available to the court having jurisdiction of such appeal.

(5) Transcript to Court within Thirty (30) Days after Summons Issued On Appeal from Any Order or Finding of the Commission. A certified copy, certified by the President or the Vice-President and the Secretary, shall be delivered and filed in the court having jurisdiction of any appeal from any order or finding of the Commission within thirty (30) days after service of summons.

(6) Written Examinations. The Commission is responsible for the aptitude test given to applicants and the promotional test given to members seeking to be promoted. The Commission may hire outside sources to prepare and administer examinations under its control. The Commission shall adopt procedures for both written exams that comply with its Rules and Regulations.

E. Budget

The Commission shall establish an annual budget in an amount for the necessary expenses to carry out its purposes. Said budget shall be submitted to the Common Council of the City of West Lafayette to be included in its budget.

F. Hearings before the Commission.

All hearings held by the Commission on disciplinary matters shall be held in conjunction with Special Meetings of the Commission.

(1) Conduct of Hearings. All hearings before the Commission shall be held in such a manner as to obtain all facts material to the hearing, to protect the proper interests of all parties, and to render findings in accordance with the evidence presented.

(2) Procedure of Hearings. The procedures for the conduct of any hearing shall conform to the rules set forth in the Indiana Rules of Court.

(3) Power to Review Action. The Commission specifically retains the right and authority to review action taken by it on any matter, and after review, may rescind, modify or amend action previously taken.

(4) Appeals of Performance Ratings. The appeal to the Commission for review of a performance rating by a member and the resultant hearing of the appeal shall not constitute a hearing or require a special meeting of the Commission under this Section. However, the hearing of an appeal on a performance rating requires a quorum of the Commission, and a recording of the minutes of such hearing shall be retained in the files of the Commission.

G. Adoption of Rules and Regulations.

The Commission shall adopt the rules necessary to carry out its duties and powers as set forth in the Statute creating the Commission.

(1) Adoption of Regulations. Each rule and regulation to be adopted shall be reviewed in full at a duly noticed special or regular meeting open to the public.

After the review, questions may be raised concerning the rule; thereafter a vote shall be taken upon the proposed rules or regulations.

(2) Regulations Prospective Only. All rules and regulations are prospective and shall have force and effect as of the time of their adoption by the Commission.

(3) Regulations Binding on Commission. All rules and regulations shall be binding upon the Commission and all other parties from the time of adoption until modified, rescinded or amended by proper action at a regular or special meeting.

(4) Promulgation of Regulations. Upon the adoption of any rule or regulation, the Commission shall print such rule and regulation and furnish a copy to each member, and shall incorporate the rule or regulation in the regular minutes of the meeting at which such rule or regulation is adopted.

(5) Permanent Record of Regulations. All rules and regulations shall be kept in a permanent record, properly indexed, for ready reference. The master copy of this permanent record of rules and regulations shall be maintained by the West Lafayette Clerk-Treasurer or other designee. [Amended June 12, 2006]

(6) Each Regulation to be Numbered and Dated. Each regulation shall be numbered and dated as of the date of adoption.

(7) Amendments to the Rules. Amendments to the rules shall take effect upon such time as all members of the department have been furnished copies, or thirty (30) days after their adoption, whichever occurs later. The Chief will inform the Commission of the date on which copies have been furnished to all members of the department.

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Article III Rules of Conduct.pdf

ARTICLE III

RULES OF CONDUCT

ARTICLE III - RULES OF CONDUCT

The purpose of this Article is to give guidance and direction to the members of the West Lafayette Police Department regarding the Rules, Regulations and Information promulgated by the City of West Lafayette Police Merit Commission. These Rules and Regulations are intended to establish a pattern of operation which will lead to the highest efficiency of this Department, for greater public service to the City; and at the same time provide guidance and protection to the sworn officers of the Department.

A. Definition of Terms. These definitions shall apply throughout each Article of these Rules and Regulations.

- (1) Chief. The Chief of Police, as appointed by the Mayor of the City of West Lafayette, Indiana or anyone who acts as the designee of the Chief.
- (2) Commanding Officer. A superior officer in charge of a division during a tour of duty. The Chief is the commanding officer of the entire Department.
- (3) Superior Officer. A member having supervision, either temporarily or permanently, over members of a lower rank.
- (4) Ranking Officer. A commanding officer, a superior officer, or the member on the scene at the time whose permanent appointment to the Department was prior to that of any other member present at the time. The Chief may delegate responsibility for command of a detail or situation to an officer regardless of the member's rank or tenure status. In that event, said member shall be the ranking officer.
- (5) Member. An officer of the Department regardless of rank, gender, division, or duty.
- (6) Manual. A copy of the Rules and Regulations as promulgated by the Commission, which copy may be in print or various electronic formats. [new 02.14.2011]
- (7) On Duty. That period during which a member is actively engaged in the performance of the member's duties whether on a regular tour of duty or during an emergency.
- (8) Off Duty. That period during which a member is free from specified routine duty.
- (9) Special Duty. That period during which the member is assigned to perform duties which are not regular routine duties.
- (10) Order. Any instruction given by a ranking officer to a subordinate either written or oral.

(11) General Order. A permanent instruction issued by the Chief, generally relating to a general circumstance or situation.

(12) Special Order. A written statement designed to give general departmental guidelines in regard to specific areas, issued by the Chief or Deputy Chief.

(13) Departmental Procedure. A general order, policy statement or special order, issued by the Chief.

(14) Truth Verification System. A polygraph machine or equivalent which is used to seek the truth from someone being administered the test.

B. Gender. This document is intended to be gender neutral, however, any reference throughout Articles I through VI of these Rules and Regulations to the masculine gender shall be deemed to include the feminine and neuter genders unless the context otherwise requires.

C. Role of the Chief of Police.

(1) Duties. The Chief shall be the commanding officer of the entire Department, subject to the laws of the United States, the State of Indiana, the Ordinances of the City of West Lafayette and the Rules and Regulations of the City of West Lafayette Police Merit Commission. The Chief shall devote his or her whole time and energy exclusively to the discharge of the duties of the Chief. The Chief shall see that all laws of the State, Ordinances of the City, and Rules and Regulations of the Commission are enforced and followed, in so far as it is possible, by the members under his or her command, and that all offending members are reported to the proper tribunals for discipline. The Chief may designate another member to act on his or her behalf.

(2) Powers. The Chief shall have the power to promulgate such orders to the members as may be deemed proper. It shall be the duty of all members to render to the Chief, and to orders, implicit obedience in conformity to the laws and ordinances and to such rules and regulations as the Commission may adopt from time to time.

(3) Custody of Property. The Chief shall have custody and control of all books, records, machines, tools, implements, apparatus or equipment of any kind necessary for use in the and of all public property pertaining to, connected with and belonging to the City.

(4) Reports. The Chief shall cause to be made to the Commission such reports as it may require from time to time.

D. Duties of Members. Members should understand that these rules and regulations are not expected to cover each specific case which may arise in the discharge of their duties,

but that some things must necessarily be left to the intelligence, discretion, good judgment and good sense of the individual member.

(1) Access to Manual. Each member shall have access to the Manual and shall keep up to date at all times regarding changes to any rule or regulation as communicated to them by their superiors. [revised 02.14.2011]

(2) Familiarity with Rules. Each member shall study the contents of the police manual and shall familiarize himself with all rules and regulations governing the Department. He shall also familiarize himself with the laws of the State and the ordinances of the City.

(3) Violation of Rules. Strict obedience to these rules shall be required. Members shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the Department, whether stated in these rules and regulations or elsewhere. Violation shall result in discipline under Article IV.

E. Regulations for Members of the Police Department.

(1) Unbecoming Conduct. Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon any member, or that which impairs the operation or efficiency of the Department or its members. Members shall maintain a level of conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Members shall not participate in any incident which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute, including but not limited to:

- a) use of profane language in public;
- b) loss of temper and self-control;
- c) discourteous treatment of a citizen or fellow law enforcement officer;
- d) loud, boisterous, vulgar, indecorous, clownish or obtrusive behavior in public;
- e) repeating rumors or falsehoods concerning a fellow officer, or holding a fellow officer up to ridicule;
- f) knowingly submitting a false report to the Department;
- g) knowingly withholding information from the Department, the prosecuting attorney, or any court in which the officer is a witness;
- h) be guilty of any violation of criminal and/or traffic laws.

(2) Reporting for Duty. Members shall report for duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

(3) Courtesy. Members shall be courteous to each other and to the public. Members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, members shall not use violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, sexual orientation, lifestyle or other personal characteristics.

(4) Identification. Members shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty or when holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

(5) Personal Appearance.

- a) Members on duty shall wear uniforms or other clothing in accordance with established departmental procedure.
- b) Except when acting under proper and specific orders from a superior officer, members on duty shall maintain a neat, well-groomed appearance and shall style their hair according to departmental procedure.

(6) Conformance to Laws.

- a) Members shall obey all laws of the United States and the laws of any state and local jurisdiction in which the member is present.
- b) A conviction for the violation of any law shall be prima facie evidence of a violation of this section.

(7) Insubordination. Neglect or Disobedience of Orders. Members shall promptly obey any lawful orders of a superior or commanding officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.

Elements. Neglect or disobedience of orders.

- (a) That there was in effect a certain lawful order or regulation;

- (b) That the accused had a duty to obey it; and
- (c) That the accused violated or failed to obey the order or regulation.

(8) Conflicting or Illegal Orders.

- a) Members who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the superior officer issuing the conflicting order. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the previously issued order, rule, regulation or directive.
- b) Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the issuing officer to clarify the order. The member shall report the illegal order to the Chief or Deputy Chief. If the Chief or Deputy Chief issued the illegal order, then the member shall report the illegal order to a member of the Commission.

(9) Dissemination of Information. Members shall treat all official information received in the performance of their duty (whether on duty or off duty) as confidential. Official information shall be disseminated to those for whom it is intended as set forth in departmental procedure. Members may not remove or copy any official records except as provided by departmental procedure. Members may not divulge the identity of persons giving confidential information except as authorized by proper authority.

(10) Possession and Use of Alcohol.

- a) Members shall not possess or consume intoxicating liquors of any kind while on duty or in uniform. In the event of a special investigation or undercover work, this rule may be waived by the Chief of Police, to the extent that drinking intoxicating liquor may be permitted, but never to the extent of intoxication in such an assignment. [Amended June 12, 2006]
- b) Members shall not appear for duty, or be on duty, while under the influence of intoxicating beverages to any degree whatsoever, or with an odor of intoxicating beverages on their breath or person.

(11) Use of Alcohol While Off Duty. Members, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the

Department, or renders the member unfit to report for their next regular tour of duty.

(12) Alcoholic Beverages and Drugs in Municipal Buildings. Members shall not store or bring into any public facility, building or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens except those items that are to be held as evidence.

(13) Possession and Use of Drugs. Members shall not possess or use any controlled substances, narcotics, or hallucinogens except where the member is being treated by a physician or dentist, who has prescribed the drug. If a member is under a physician's care and being treated with any of the above, the member shall immediately notify his commanding officer.

(14) Leaving Duty Post or Absence Without Leave. Members shall not leave their assigned duty post during a tour of duty except when authorized by proper authority.

Elements. Absence without leave.

- (a) That a certain authority appointed a certain time and place of duty for the accused;
- (b) That the accused knew of that time and place; and
- (c) That the accused, without authority, failed to go to the appointed place of duty at the time prescribed, or went from the appointed place of duty after having reported at such place.

(15) Neglect of Duty.

Elements: Neglect of duties

- (a) That the accused had certain duties;
- (b) That the accused knew or reasonably should have known of the duties; and
- (c) That the accused was (willfully) (through neglect or culpable inefficiency) derelict in the performance of those duties.

Explanation of neglect of duties

- (a) Duty. A duty may be imposed by statute, regulation, lawful order, or standard operating procedure.
- (b) Knowledge. Actual knowledge of duties may be proved by circumstantial evidence. Actual knowledge need not be shown if the individual reasonably should have known of the duties. This may be

demonstrated by regulations, training or operating manuals, or testimony, testimony of persons who have held similar or superior positions, or similar evidence.

(c) Derelict. A person is derelict in the performance of duties when that person willfully or negligently fails to perform that person's duties or when that person performs them in a culpably inefficient manner. "Willfully" means intentionally. It refers to the doing of an act knowingly and purposely, specifically intending the natural and probable consequences of the act. "Negligently" means an act or omission of a person who is under a duty to use due care which exhibits a lack of that degree of care which a reasonably prudent person would have exercised under the same or similar circumstances. "Culpable inefficiency" is inefficiency for which there is no reasonable or just excuse.

(d) Ineptitude. A person is not derelict in the performance of duties if the failure to perform those duties is caused by ineptitude rather than by willfulness, negligence, or culpable inefficiency, and may not be charged under this article, or otherwise punished.

(16) Fictitious Illness or Injury Reports. Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the City as to the condition of their health.

(17) Sleeping on Duty. Members shall remain awake while on duty. If unable to do so, they shall report to their commanding officer, who shall determine the proper course of action.

(18) Meals. Members shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of taking meals during their tour of duty, but only for such period of time, and at such time and place, as established by departmental procedure.

(19) Unsatisfactory Performance. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the function and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the applications of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade, or position; the failure to take appropriate action on the occasion of crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory

performance, the following will be considered prima facie evidence of unsatisfactory performance:

- a) Repeated poor evaluations;
- b) Written record of repeated infractions of rules, regulations, directives or orders of the Department.

(20) Off Duty Employment.

- a) Members may engage in off duty employment subject to the following limitations:
 - (i) such employment shall not interfere with the member's employment with the Department;
 - (ii) members shall submit a written request for off-duty employment to the Chief, who shall determine whether the member may engage in off duty employment;
 - (iii) members shall not engage in any employment or business involving bail bond agencies, any work for private investigative agencies, private guard services, collection agencies or attorneys without the written consent of the Chief.
- b) Approval of off duty employment may be denied by the Chief where it appears that:
 - (i) the member will be unavailable during an emergency;
 - (ii) the member will be physically or mentally exhausted to the point that his performance may be affected;
 - (iii) the member will require special consideration in scheduling of his regular duty hours; or
 - (iv) the member will bring the Department into disrepute or impair the operation or efficiency of the Department or its members.

(21) Use of Tobacco. Members, when in uniform, may use tobacco as long as:

- a) they are not in a formation;
- b) they do not have to leave their assignment or post for the sole purpose of doing so;
- c) they are not engaged in traffic direction and control; or
- d) they are not in an area, public or private, that prohibits smoking.

When they are in direct contact with the public, members must obtain permission to use tobacco from the public with whom they are in direct contact.

(22) Gifts, Gratuities, Bribes or Rewards. Members shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the member or the Department if it may reasonably be inferred that the person, business, or organization

- a) seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty;
- b) has an interest which may be substantially affected directly or indirectly by the performance of an official duty.

(23) Abuse of Position.

a) Members shall not use their official position, official identification card or badge for

(i) personal or financial gain;

(ii) obtaining privileges not otherwise available to them except in the performance of duty;

(iii) avoiding consequences of illegal acts.

b) Members shall not authorize the use of their name, photograph or official title which identifies them as an officer, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.

(24) Endorsements and Referrals. Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional or commercial services (e.g. attorney, ambulance, towing service, bondsman, mortician, etc.). In case of ambulance or towing services, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall proceed in accordance with established departmental procedure.

(25) Citizen Complaints. Members shall courteously and promptly record in writing any complaint made by a citizen against any member or the Department. Members may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from filing a complaint against any member or the Department. Members shall follow established departmental procedure for processing complaints.

(26) Request for Assistance. When any person applies for assistance or advice, or makes a complaint or report, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedure.

(27) Personal Associations. Members shall avoid regular or continuous association or dealings with persons who they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in illegal and criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of personal relationship.

(28) Visiting of Prohibited Establishments. Members shall not knowingly visit, enter or frequent any establishment wherein the laws of the United States, the state or local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.

(29) Gambling. Members shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty or while acting under proper or specific orders from a superior officer.

(30) Public Statements and Appearances. Members shall not publicly criticize or ridicule the Department, its policies or other members, by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard.

Members shall not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondent to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Members may lecture on "police" or other related law enforcement subjects only with the prior approval of the Chief.

(31) Reporting Illness or Injury. In case of illness or injury, members must report the facts to their commanding officer without delay.

(32) Surrender of Property. Members who are dismissed or resign shall immediately surrender to the Chief all equipment owned by the City and the Department.

(33) Accident Reports Affecting the City. Members shall make a complete detailed report of all accidents or personal injuries which may result in a lawsuit against the City.

(34) Police Auction. Members shall not be allowed, directly or indirectly, to purchase goods sold at any auction held by the Department.

(35) Report of Stolen or Damaged Property. Members shall immediately report to their shift commander lost or damaged property owned by the City or the Department.

(36) Labor Activity.

a) Members shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law or directed by the Mayor.

b) Members shall not engage in any strike against the City or Department.

(37) Payment of Debts. Members shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in the unusual or severe cases. Repeated instances of financial difficulty may be cause for disciplinary action. Voluntarily filing a petition for bankruptcy relief is not a cause for discipline. Members shall not co-sign or act as surety for any debt of a superior officer.

(38) Telephone Service. Members shall have telephone service and shall immediately report any changes of telephone numbers or addresses to their superior officer or any other person as may be appropriate.

(39) Intervention.

a) Members shall not interfere with cases being handled by other officers or by any other governmental agency, unless:

(i) ordered to intervene by a superior officer; or

(ii) the intervening officer believes, beyond a reasonable doubt, that a manifest injustice would result from failure to take immediate action.

b) Members shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their commanding officer unless the situation requires immediate police action.

(40) Departmental Reports. Members shall submit all necessary reports on time and in accordance with established departmental procedure. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or

cause to be entered any inaccurate, false or improper information, or withhold information from the Prosecuting Attorney or from any court.

(41) Processing Property and Evidence. Property or evidence which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with established departmental procedure. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedure.

(42) Abuse of Process. Members shall not make false accusations of a criminal or traffic charge.

(43) Use of Department Equipment. Members shall utilize the Department's equipment for its intended purpose only, in accordance with established departmental procedure, and shall not abuse, damage or lose Department equipment. All Department equipment issued to members shall be maintained in proper repair.

(44) Operating Vehicles. Members shall operate official vehicles in a careful and prudent manner with due regard, obeying all laws and all departmental orders pertaining to such operation. Loss or suspension of any driving privileges shall be reported to the member's commanding officer immediately.

(45) Firearms. Members shall carry firearms in accordance with federal, state and local laws and established departmental procedure.

(46) Truthfulness. Upon the order of the Chief or a superior officer, members shall truthfully answer all questions asked of them which are specifically directed and narrowly related to the scope of employment and operation of the Department.

(47) Use of Truth Verification and Medical Examinations, Photographs and Lineups.

a) Upon the order of the Chief, members shall submit to truth verification examinations which are specifically directed and narrowly related to a particular internal investigation being conducted by the Department. Whenever a complaint from a citizen is the basis for the investigation, the matter is noncriminal, and no corroborating information has been discovered, members shall not be required to submit to a truth verification examination unless the citizen also submits to a truth verification examination which is specifically directed and narrowly related to the complaint.

b) Upon the order of the Chief, members shall submit to any medical, ballistic, chemical, photographic, lineup or any other examination or test. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular investigation being conducted by the Department.

(48) Disclosure of Personal Information. Upon the order of the Chief, members shall submit financial or other personal information statements in accordance with departmental procedures. The order for disclosure shall only be given in connection with a complaint in which this information is material to an investigation.

(49) Treatment of Persons in Custody. Members shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with federal, state and local laws and departmental procedure.

(50) Use of Force. Members shall not use more force in any situation than is reasonably necessary under the circumstances. Force shall be used only in accordance with federal, state or local laws and the Department's "Use of Force" policy.

(51) Use of Weapons. Members shall not use or handle weapons in a careless or imprudent manner. Weapons shall be used only in accordance with federal, state or local laws and departmental procedure.

(52) Arrest, Search and Seizure. Members shall not make any arrest, search or seizure which they know or should know is not in accordance with any federal, state or local law or departmental procedure.

(53) Political Activity.

- a) Subject to Section b, members shall be permitted to:
 - (i) register and vote in any election;
 - (ii) express opinions as individuals, privately and publicly, on political issues and candidates;
 - (iii) attend political conventions, rallies, fund raising functions and similar political gatherings;
 - (iv) sign political petitions as individuals;
 - (v) make financial contributions to political organizations;
 - (vi) hold membership in a political party and participate in its functions to the extent consistent with federal, state and local law and with the rules and regulations set forth in this section;

(vii) otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

b) Members are prohibited from:

- (i) using their official capacity on the Police Department to influence, interfere with or affect the results of an election;
- (ii) serving as paid election officials;
- (iii) engaging in any political activity while on duty and/or in uniform;
- (iv) posting or delivering any campaign materials in City property;
- (v) seeking or accepting campaign funds from subordinates.

c) Pursuant to IC 36-8-3-12, members may:

- (i) be candidates for elective office and serve in that office if elected;
- (ii) be appointed to any office and serve in that office if appointed;
- (iii) as long as they are not in uniform and not on duty, solicit votes and campaign funds and challenge voters for the office for which they are candidates.

(54) Immoral Conduct. Members shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Members shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers, or causes the Department to be brought into disrepute.

(55) Examination by Police Physician. Members may be required to submit to an examination by a physician chosen by the Chief when the Chief determines that a member's physical or mental condition may adversely affect the member's ability to perform his duties. The physician shall submit a report to the Chief with his findings regarding the member's physical and mental condition.

West Lafayette Police
Department Policy Manual
Policy Manual

**MOU to allow Indiana State
Police to use WLPD channels.pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

**MOU for West Lafayette Police and
Fire with Purdue Police and Fire.pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

**MOU to allos Indiana DNR to
use WLPD radio Channels.pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

MOU with FBI.pdf

MOU with Purdue Visual Analytics for Command Control and Interoperability Environments.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

**MOU with the Indiana Supreme Court Judicial
Technology and Automation Committee (JTAC).pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

**MOU between WLPD and WLCSC regarding
Employment of Off Duty Officers.pdf**

West Lafayette Police
Department Policy Manual
Policy Manual

High Tech Crime Unit MOU.pdf

Attachment

West Lafayette Police
Department Policy Manual
Policy Manual

Lafayette Housing Authority MOU.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

Purdue Range Agreement MOU.pdf

Attachment

West Lafayette Police
Department Policy Manual
Policy Manual

WLPD Uniform Guide 2016.pdf

Class A Uniform

| Model # | | Wool Blend | Description | Duty Rig |
|---------|--|-------------------------|--|--------------|
| 8560 | | 4 Pocket Class Act Pant | Class A Uniform Pant | Leather Only |
| 8450 | | LS Class Act Shirt | Class A1 & 2 Long Sleeve Uniform Shirt | Leather Only |
| 8460 | | SS Class Act Shirt | Class A3 Short Sleeve Uniform Shirt | Leather Only |
| | | Polyester | | |
| 8650 | | 4 Pocket Class Act Pant | Class A Uniform Pant | Leather Only |
| 8600-Z | | LS Class Act Shirt | Class A1 &2 Long Sleeve Uniform Shirt | Leather Only |
| 8610-Z | | SS Class Act Shirt | Class A3 Short Sleeve Uniform Shirt | Leather Only |

Class B Uniform Regular Duty

| Model # | | Wool Blend | Description | Duty Rig |
|---------|--|-------------------------|------------------------------------|------------------|
| 8565 | | 6-Pocket Cargo Pant | Class B Cargo Uniform Pant | Leather or Nylon |
| 8554 | | 4 Pocket Class Act Pant | Class B Uniform Pant | Leather or Nylon |
| 8567 | | 6-Pocket Cargo Pant | Class B Hidden Cargo Uniform Pant | Leather or Nylon |
| 8567P7 | | 7-Pocket Class Act Pant | Class B Pant with SAP Pockets | Leather or Nylon |
| 8436 | | LS Supershirt | Class B Long Sleeve Uniform Shirt | Leather or Nylon |
| 8446 | | SS Supershirt | Class B Short Sleeve Uniform Shirt | Leather or Nylon |
| | | Polyester | | |
| 8655 | | 6-Pocket Cargo Pant | Class B Cargo Uniform Pant | Leather or Nylon |
| 8650 | | 4 Pocket Class Act Pant | Class B Uniform Pant | Leather or Nylon |
| 8657 | | 6-Pocket Cargo Pant | Class B Hidden Cargo Uniform Pant | Leather or Nylon |
| 8670 | | LS Supershirt | Class B Long Sleeve Uniform Shirt | Leather or Nylon |
| 8675 | | SS Supershirt | Class B Short Sleeve Uniform Shirt | Leather or Nylon |

Class B Outer Carrier Uniform Regular Duty

| Model # | | Wool Blend | Description | Duty Rig |
|---------|--|-------------------------|-------------------------------------|------------|
| 8470 | | Armorskin Vest Carrier | Outer Vest Carrier | Nylon Only |
| 8471 | | LS Base Shirt | Long Sleeve Base Shirt | Nylon Only |
| 8473 | | LS Winter Base Shirt | Long Sleeve Fleece Lined Base Shirt | Nylon Only |
| 8472 | | SS Base Shirt | Short Sleeve Base Shirt | Nylon Only |
| 8565 | | 6-Pocket Cargo Pant | Class B Cargo Uniform Pant | Nylon Only |
| 8567 | | 6-Pocket Cargo Pant | Class B Hidden Cargo Uniform Pant | Nylon Only |
| 8567P7 | | 7-Pocket Class Act Pant | Class B Pant with SAP Pockets | Nylon Only |
| | | Polyester | | |
| 8370 | | Armorskin Vest Carrier | Outer Vest Carrier | Nylon Only |
| 8371 | | LS Base Shirt | Long Sleeve Base Shirt | Nylon Only |
| 8373 | | LS Winter Base Shirt | Long Sleeve Fleece Lined Base Shirt | Nylon Only |
| 8372 | | SS Base Shirt | Short Sleeve Base Shirt | Nylon Only |
| 8655 | | 6-Pocket Cargo Pant | Class B Cargo Uniform Pant | Nylon Only |
| 8657 | | 6-Pocket Cargo Pant | Class B Hidden Cargo Uniform Pant | Nylon Only |

Class C Uniform

| Model # | | Polyester | Description | Duty Rig |
|---------|--|----------------------------------|---|------------------|
| | | Polo Shirt | Current Elbeco Polo | Nylon Only |
| 8655 | | 6-Pocket Cargo Pant | Class CCargo Uniform Pant | Nylon Only |
| 8657 | | 6-Pocket Cargo Pant | Class CHidden Cargo Uniform Pant | Nylon Only |
| | | Fleece-Lined Quarter Zip Sweater | Sweater to be worn with Class B Uniform | Leather or Nylon |
| 228 | | | | |

West Lafayette Police
Department Policy Manual
Policy Manual

PMC Article II Member Appointment.pdf

ARTICLE II

MEMBER APPOINTMENT

ARTICLE II - MEMBER APPOINTMENT

The purpose of this Article is to establish the qualifications and rules necessary for the selection and appointment of members of the West Lafayette Police Department.

A. Application Process.

(1) Application Forms. All applicants for appointment as a member of the Police Department shall obtain an application form from the City of West Lafayette Human Resources Department, from the West Lafayette Police Department website, or from a West Lafayette Police Department employee. The Commission shall review the application forms used to consider applicants for compliance with all federal and state laws.

(2) Completion of Application. All information requested in the application forms shall be filled out to the best knowledge and belief of the applicant. Any misrepresentation made in the application forms by the applicant may render the applicant ineligible for any position with the Police Department. Failure to provide all required information with the application will result in the application being rejected. The applicant must resubmit the entire application package in order to be considered for the hiring process.

(3) Limitation. Each applicant who has submitted a complete application package must take the next available agility and aptitude test. If the applicant fails to take the next available agility and aptitude test, the applicant must resubmit the application package to be reconsidered for the hiring process.

(4) Applicant Information. An applicant must supply the following along with the completed application form:

- a) birth certificate or satisfactory evidence of date and place of birth;
- b) copy of high school diploma or G.E.D. certificate or high school transcript showing graduation;
- c) copy of military Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable;
- d) valid driver's license or application for valid driver's license.

(5) Initial Eligibility Requirements.

- a) Citizen. An applicant must be a citizen of the United States of America.
- b) Age. An applicant must be, at the time of application to be a member, at least twenty-one (21) years of age and less than thirty-six (36) years of

age. However, the age requirements do not apply to a person who has previously been employed as a member of the West Lafayette Police Department.

c) Character. An applicant must be of “good moral character” as determined by the Commission after review of all the requirements set forth in this Article.

d) Felony Conviction. An applicant shall not be appointed, reappointed or reinstated if he or she has a judgment of conviction for a felony.

e) High School Graduate. An applicant must be a graduate of a duly accredited high school or have received a G.E.D. certificate.

f) Other Criteria. In addition to the above, an applicant must have one of the following:

(i) completed 60 semester hours or 90 quarter hours of post-secondary education at an accredited college, university or technical school with at least a 2.0 GPA based on a 4.0 grading scale;

(ii) honorably completed 2 years of active service in the U.S. Military and received an Honorable Discharge or General Discharge (Under Honorable Conditions); or

(iii) completed 2 years of employment as a full-time law enforcement employee.

B. Examination Process. An applicant must take and pass minimum agility and aptitude tests to determine physical condition and general aptitude prior to being considered for employment.

(1) Physical Agility Test. The Commission shall adopt a physical agility test with the following minimum standards:

a) muscular strength;

b) muscular endurance;

c) cardiovascular endurance;

d) musculoskeletal flexibility.

The physical agility test shall not discriminate on the basis of sex and shall reflect the essential functions of the job. An applicant must meet or exceed these standards at the time of the application to be eligible to take the aptitude test and be considered for employment.

(2) General Aptitude Test. The Commission shall adopt a general aptitude test as part of the applicant's testing process. The general aptitude test shall:

- a) reflect the essential functions of the job;
- b) be administered in a manner that reasonably accommodates the needs of applicants with disabilities.

Each applicant must score at least 75% in each category on the test and receive an overall score of at least 85%. Failure to meet either of these criteria will result in the applicant being removed from the hiring process.

(3) Biennial Review. The Commission shall review all aspects of the testing process at least once every two years and periodically adopt procedures for conducting the test.

C. Interview with Police Review Board. An internal review board, consisting of members of the Department, as selected by the Chief, shall interview and rate the applicant. The Board's scores and comments for the applicant shall be forwarded to the Commission. Failure of an applicant to receive a combined average score of 75 or greater from the Police Review Board will result in the applicant being removed from the hiring process.

The Chief shall submit the format used by the internal review board to the Commission for approval.

D. Background Investigation. A background investigation, including a criminal background, is to be completed by the police department. After the background investigation has been completed, the Police Review Board shall assign a score of up to a maximum of 60 points. The points assigned by the Police Review Board are conditional. The Commission shall review the background investigation and either affirm or change the score given by the Police Review Board.

E. Polygraph Exam. After an applicant has gone through a background investigation, the applicant shall then submit to a polygraph exam, administered by a qualified polygraph examiner. In the event an applicant shows deception, or makes admissions that preclude that applicant from employment, the applicant shall be removed from the hiring process.

F. Interview with the Commission. All applicants remaining in the hiring process shall be interviewed by the Commission. The Commission shall then score the applicant based on the following weights given to the criteria set forth above:

- (1) examination - 10%

(2) police review board interview - 35%

(3) background investigation - 20%

(4) Commission interview - 35%

A minimum weighted score of 75% is necessary for the applicant to be placed on the eligibility list.

G. Eligibility List. The Commission shall then place the qualified applicants on an eligibility list ranked from highest to lowest score, which eligibility list shall be certified to the Board of Works. If an applicant for original appointment reaches his or her thirty-sixth (36th) birthday, the applicant's name shall be removed from the eligibility list. An applicant remains on the list for two (2) years from the date of their first certification. If an applicant is removed from the eligibility list after two (2) years, then the applicant may reapply and begin the hiring process again.

H. Additional Requirements. The Commission, after review, may establish additional standards as a condition of employment above the minimum standards set out above.

I. Filling Vacancies. The Chief shall notify the Commission in writing when a vacancy occurs in the department. The Commission shall then provide the Chief with the name of the applicant having the highest score on the Eligibility List. The applicant shall then:

(1) be re-administered the physical agility test;

(2) undergo an updated criminal background investigation to determine if the applicant is of continued good character.

J. Conditional Offer of Employment. The Chief shall inform the Commission after the physical agility test and the updated criminal background investigation has been re-administered. If the applicant passes these criteria, then the Commission may extend to the applicant a conditional offer of employment.

K. Eligibility Requirements under the 1977 Policeman's Pension Fund (PERF).

(1) Conditional Appointment. An applicant's appointment is conditional on meeting the provisions for membership in the 1977 Police Officers' and Firefighters' Pension and Disability Fund (PERF) under IC 36-8-8-1 et seq.

(2) Physical and Mental Examination. After the Commission extends a conditional offer of employment to an applicant, the Commission shall administer the baseline statewide physical and mental examination as prescribed by the PERF board. (IC 36-8-8-19)

L. Probationary Members.

(1) Probationary Period. All applicants who pass the physical and mental examination as prescribed by the PERF board will become probationary members for a period not to exceed one (1) year. Probationary members shall be rated in the same manner as other members of the department. If the Commission is notified by the Chief that the probationary member is not performing satisfactorily, the Commission shall notify the member in writing:

- a) that the member is being reprimanded;
- b) that the member is being suspended; or
- c) that the member will not receive a permanent appointment.

(2) Termination of Employment. If the Commission finds that the probationary member will not receive a permanent appointment, the member's employment shall terminate immediately.

(3) No Property Interest. Probationary members do not have a property interest in their position until such time as they become a permanent member.

(4) Termination of Probationary Period. If the Chief presents no finding prior to the end of the one (1) year probationary period, a member will automatically be considered a regularly employed member.

(5) Residential Requirement. Within six (6) months of appointment, a member shall reside within Tippecanoe County or a contiguous county.

M. State and Federal Laws.

(1) Rules Subject to Federal and State Law. These rules and regulations regarding the employment of members shall be subject to all state and federal laws. If the Chief becomes aware of any changes in the law that would affect these rules, he or she is to notify the Commission so that the necessary amendments may be made.

(2) Chief's Responsibilities. The Chief shall notify the Commission when an applicant's offer of employment is no longer conditional (after PERF has approved the applicant for the 1977 Fund).

- N. Furnishing Information to Applicants. A Commissioner who knowingly furnishes information to an applicant for original appointment that gives that person an advantage over another person commits a Class D felony.

Attachment

West Lafayette Police
Department Policy Manual
Policy Manual

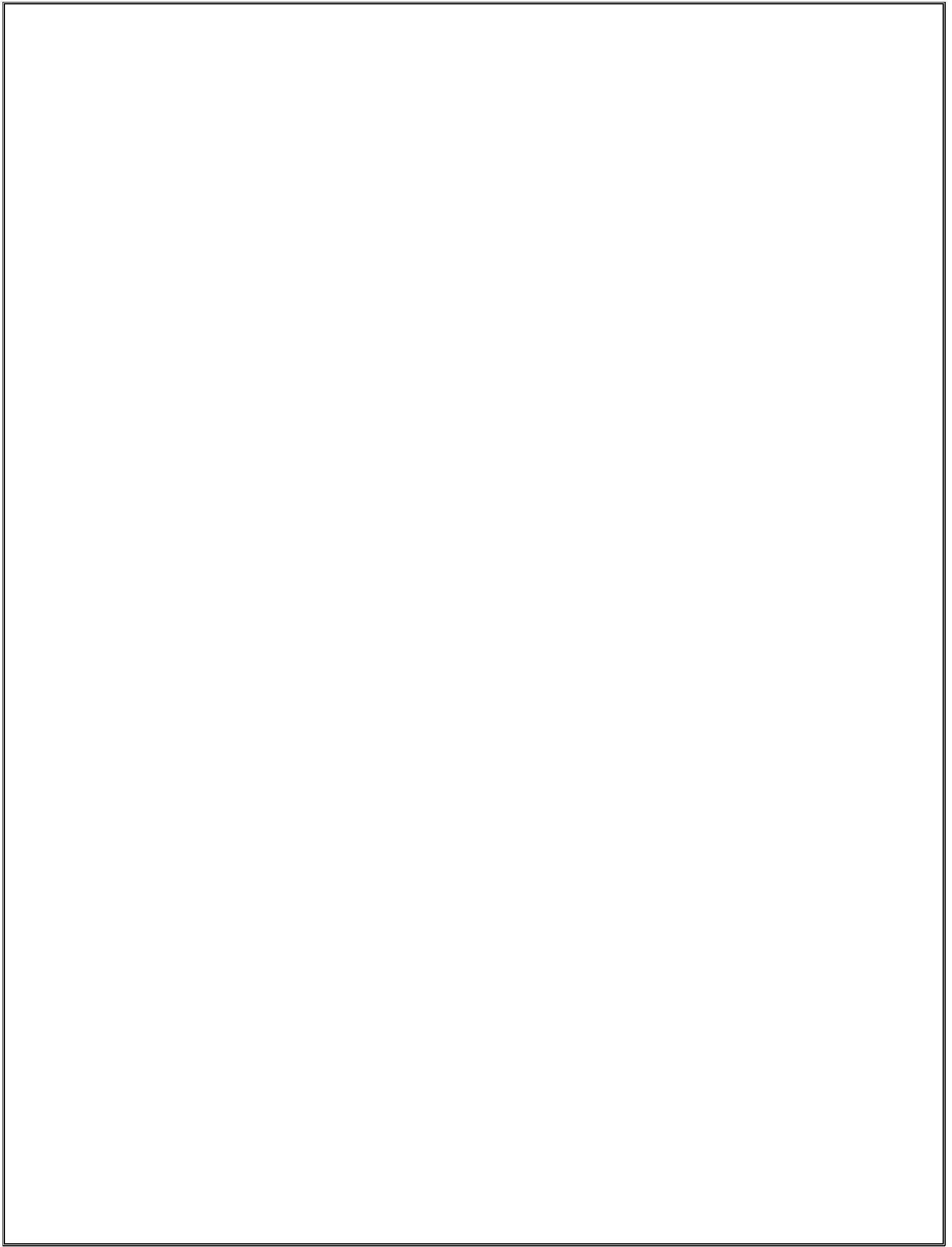
City Employee Personnel Manual.pdf



CITY OF
WEST LAFAYETTE

Personnel Manual

EFFECTIVE: JANUARY 1, 2012



West Lafayette Personnel Manual

Table of Contents

| | |
|--|---|
| 1.00 Purpose and Authority for Personnel Policies and Procedures | 17.02 Long-Term Disability |
| 1.01 Policy | 17.03 Public Employee's Retirement Fund ("PERF") |
| 1.02 General Provisions | 17.04 Holidays, Vacation, Compensatory Time, Sick Leave, |
| 2.00 Definitions | 17.05 Uniform/Clothing Allowance |
| 3.00 Equal Employment Opportunity, Americans With Disabilities Act and Affirmative Action Policies | 18.00 Vacation |
| 3.01 Equal Employment Opportunity Policy | 18.01 Eligibility |
| 3.02 Americans With Disabilities Act Policy | 18.02 Amount of Vacation |
| 3.03 Affirmative Action Policy | 18.03 Carry Over Provision |
| 4.00 Recruiting and Selection | 18.04 Requests for Vacation |
| 4.01 Recruiting | 18.05 Holidays During Vacation |
| 4.02 Qualifications | 18.06 Recording Vacation |
| 4.03 Internal Placement | 18.07 Vacation Leave Upon Termination |
| 4.04 Application | 18.08 Interruption of Service |
| 4.05 Selection | 19.00 Personal Leave |
| 4.06 Nepotism | 19.01 Policy |
| 4.07 New Employee Procedure | 19.02 Maximum Personal Days Granted |
| 5.00 Attendance Policy | 19.03 Requesting Personal Leave |
| 6.00 Hours Of Work | 19.04 Introductory, Seasonal and Temporary Employees |
| 6.01 Work Day, Week and Payroll Week | 19.05 Recording Personal Leave |
| 6.02 Breaks | 19.06 Extended Leave Without Pay |
| 6.03 Overtime and Compensatory Time | 20.00 Holidays with Pay |
| 6.04 Call In | 20.01 Policy |
| 6.05 On-Call | 20.02 Designated Holidays |
| 7.00 Record Keeping | 20.03 Working on Designated Holiday |
| 8.00 Emergency Closings | 20.04 Non-Paid Holidays |
| 9.00 Appropriate Attire | 21.00 Bereavement Leave |
| 10.00 Gifts and Gratuities | 21.01 Policy |
| 11.00 Access to Public Records | 21.02 Recording Bereavement Leave |
| 12.00 Outside Employment | 22.00 Paid Sick Leave |
| 13.00 Damage to Personal Property | 22.01 Policy |
| 14.00 Electronic Mail and Internet Usage | 22.02 Regular Employees |
| 15.00 Cellular Phone Usage | 22.03 Doctors Certification |
| 16.00 Pay Schedule | 22.04 Seasonal and Temporary Employees |
| 17.00 Benefits | 22.05 Sick Leave Upon Termination |
| 17.01 Insurance Coverage | 23.00 Court and Jury Leave |
| | 24.00 Family and Medical Leave Act |
| | 24.01 Policy |
| | 24.02 Eligible Employees |
| | 24.03 Requirements |
| | 24.04 Paid and Unpaid Leave |
| | 24.05 Request for FMLA Leave |
| | 24.06 Family and Medical Leave Taken Intermittently or on a Reduced Leave Basis |
| | 24.07 Time Limit |
| | 24.08 Certification |
| | 24.09 Maintenance of Benefits |
| | 24.10 Restoration |
| | 24.11 Recording of Leave Under the Family and Medical Leave Act |

West Lafayette Personnel Manual

Table of Contents

| | | | |
|-------|---|-------|---|
| 24.12 | Consequences of Employee's Failure to Meet Its Obligation Under the FMLA | 36.00 | Separation |
| 24.13 | Unlawful Acts of Employees | 36.01 | Resignation |
| 24.14 | Military Leave Entitlements | 36.02 | Implied Resignation |
| 24.15 | Military Caregiver Leave | 36.03 | Lay-Off |
| 24.16 | Qualifying Exigency Leave | 36.04 | Termination |
| 24.17 | Notice Requirements | 36.05 | Death |
| 24.18 | Certification Requirements | | |
| 25.00 | Military Family Leave Act | | Appendix 1 -- Compensatory Time-Off Agreement |
| 25.01 | Eligible Employees | | Appendix 2 -- Affirmative Action Policies and Practices |
| 25.02 | Request for Leave | | Appendix 3 -- Policy Against Harassment and Discrimination |
| 25.03 | Maintenance of Benefits | | Appendix 4 – Wastewater Treatment Utility and Street and Sanitation Uniform Rules and Regulations |
| 25.04 | Restoration | | |
| 25.05 | Paid and Unpaid Leave | | |
| 26.00 | Military Leave | | Appendix 5 -- Street and Sanitation Department Operational Procedures |
| 27.00 | Smoke Free Workplace Policy | | Appendix 6 -- Permissible Deductions for Salaried Employees |
| 27.01 | Policy | | |
| 27.02 | Support for Smokers | | |
| 27.03 | Compliance | | |
| 28.00 | Safety Policy | | |
| 29.00 | Workers Compensation | | |
| 29.01 | Policy | | |
| 29.02 | Reporting Procedure | | |
| 30.00 | Use of City-Owned Vehicles | | |
| 30.01 | Policy | | |
| 30.02 | Commercial Driver's License | | |
| 31.00 | Travel | | |
| 32.00 | Grievance Procedure | | |
| 32.01 | Policy | | |
| 32.02 | Equal Employment Opportunity, Americans with Disabilities Act and Family Medical Leave Act Grievances | | |
| 32.03 | Procedure | | |
| 33.00 | Drug-Free Workplace | | |
| 34.00 | Disciplinary Action | | |
| 34.01 | Policy | | |
| 34.02 | Procedure | | |
| 34.03 | Grounds for Disciplinary Action (including immediate termination) | | |
| 35.00 | Employee Conferences | | |

1.00 PURPOSE AND AUTHORITY FOR PERSONNEL POLICIES AND PROCEDURES

1.01 POLICY

This personnel manual has been established to provide a uniform approach to the implementation and administration of the personnel policies of the City of West Lafayette. THIS PERSONNEL MANUAL IS NOT A CONTRACT BETWEEN THE CITY AND ITS EMPLOYEES. THE CITY REMAINS FREE AT ALL TIMES TO CHANGE WAGES AND ALL OTHER WORKING CONDITIONS, EXCEPT AS OTHERWISE PROVIDED BY LAW OR CONTRACT, WITHOUT CONSULTATION OR AGREEMENT WITH THE EMPLOYEE AND CONTINUES TO HAVE THE POWER TO TERMINATE ANYONE WITH OR WITHOUT GOOD CAUSE. THIS PERSONNEL MANUAL SUPERSEDES AND REPLACES ALL PREVIOUS PERSONNEL MANUALS.

1.02 GENERAL PROVISIONS

- A. This Personnel Manual covers all City civilian employees. The West Lafayette Fire Department and Sworn Police Officers are covered by separate policies. This policy shall be effective beginning January 1, 2012.
- B. This Personnel Manual, the West Lafayette Fire Department Personnel Policies and Procedures and the West Lafayette Police Department Standard Operating Procedures Manual shall be kept on file in the Human Resources Director's Office and the Clerk Treasurer's Office.
- C. Policies and procedures found to be in violation of federal law, state statute, or city ordinance shall be declared null and void without effect on other policies and procedures.

2.00 DEFINITIONS

Active Paid Status - An employee is in active paid status when he/she is drawing earned compensation for employment, or is on paid sick leave, paid personal time, a paid holiday or paid vacation.

Board - Refers to the West Lafayette Board of Public Works and Safety or the West Lafayette Board of Parks and Recreation.

City - Refers to the City of West Lafayette, Indiana.

Equal Employment Officer - Refers to Mayor's designee who oversees the City's E.E.O. compliance.

Introductory Period - An employee is considered to be in an introductory period for a minimum of 90 calendar days from the start of his/her employment. This introductory period may be extended in individual cases with the consent of the department head and the Human Resources Director. During the introductory period, a newly appointed employee is required to demonstrate satisfactory performance of the duties of the position.

Regular Full-Time - Includes all employees who are regularly scheduled to work at least thirty (30) and up to forty (40) hours per calendar week. Regular full-time employees are entitled to benefits associated with full-time employment.

Regular Part-Time - Includes all employees who are regularly scheduled to work between twenty (20) and thirty (30) hours per calendar week. Regular part-time employees are entitled to accrued leave benefits on a pro rata basis according to their regularly scheduled work week.

Seasonal - Includes all employees whose employment schedule is for a specific seasonal period as determined by a department. Seasonal employees are not eligible for any benefit programs.

Temporary - Includes all employees whose employment schedule is short-term or intermittent. Temporary employees are not

eligible for any benefit programs. Temporary employment placements are subject to review and change, including termination, at the discretion of the Department Head and the Human Resources Director.

Special Employees - Includes those employees who occupy job positions which may, from time-to-time, be created as a result of grants or supplemental assistance, grants-in-aid or other such funding. Special employees are not eligible for any benefit programs.

3.00 EQUAL EMPLOYMENT OPPORTUNITY, AMERICANS WITH DISABILITIES ACT AND AFFIRMATIVE ACTION POLICIES

3.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of West Lafayette recruits, hires, advances, and compensates without regard to race, religion, color, sex, age, marital status, familial status, sexual orientation, national origin, or ancestry in order to provide equal employment opportunity to all employees and applicants for employment in accordance with state and federal law. (See Appendix 3 for comprehensive policy against harassment and discrimination and complaint procedure.)

3.02 AMERICANS WITH DISABILITIES ACT POLICY

West Lafayette is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and other laws governing disability discrimination. The City of West Lafayette will not discriminate against any qualified employee or applicant with regard to any term or condition of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job, with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the City aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the City. This includes making reasonable accommodation to allow individuals with disabilities to participate in the application and hiring process. Employees or applicants with a disability who believe they need a reasonable accommodation should contact their interviewer, immediate supervisor, a department head, or the Human Resources Director. The City encourages individuals with disabilities within the meaning of the ADA to come forward and request reasonable accommodation. (See Appendix 3 for comprehensive policy against harassment and discrimination and complaint procedure.)

3.03 AFFIRMATIVE ACTION POLICY

The City of West Lafayette will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The City is committed to taking affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action will include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. (See the City's Affirmative Action Program, attached to this policy as Appendix 2.)

4.00 RECRUITING AND SELECTION

4.01 RECRUITING

If a vacancy occurs in a department, the department head will contact the Human Resources Director to initiate the following procedure:

- A. A formal job notice shall be publicly posted in City Hall and in each department. Copies shall also be sent to the Indiana

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

| | |
|---|--|
| Department of Employment and Training Services and other pertinent agencies. Newspaper advertising may be utilized. | 4.06 NEPOTISM |
| B. Job notices shall be posted for a minimum of five (5) working days before being closed. | In no event will any department head employ a relative in his/her department. In addition, the Parks and Recreation Department will not hire relatives of the Mayor, Clerk-Treasurer, Board of Parks and Recreation members or members of the Common Council. For purpose of this policy, "relatives" are defined as father, mother, spouse, child, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in law, mother-in-law, father-in-law, stepfather, stepmother, stepson, stepdaughter, niece, nephew, grandparent, uncle, or aunt. |
| C. All job notices, postings, ads, recruiting literature, etc. shall contain the phrase "AN EQUAL OPPORTUNITY EMPLOYER". | |
| 4.02 QUALIFICATIONS | 4.07 NEW EMPLOYEE PROCEDURE |
| Hiring qualifications are listed in the job description for the position to be filled. Each job description will specify essential and non-essential duties and qualifications. An employee must perform all duties, essential and non-essential, unless such duties can be reassigned as a reasonable accommodation without undue hardship. | Upon acceptance of a job offer, the new employee shall meet with the Human Resources Director for orientation and to complete certain forms. |
| 4.03 INTERNAL PLACEMENT | As a condition of employment, every new employee must complete the Immigration and Naturalization Form I-9, with supporting documents within three business days of the date of employment. The City participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from the Form I-9 to confirm work authorization. The new employee shall also complete payroll, tax and insurance forms. The Human Resources Director will forward the completed forms to the Clerk-Treasurer's office. Payroll records will be maintained by the Clerk-Treasurer's office. The Human Resources Director will maintain all other information. |
| When a vacancy occurs, consideration shall be given to current employees who possess the knowledge, skill and ability necessary to fill the vacant position. | 5.00 ATTENDANCE POLICY |
| All qualified internal candidates who request consideration for a position will be interviewed. Employees are encouraged to advise their current supervisor of their interest in a posted position. An employee selected for a position through the internal placement process may be retained in their former position until a replacement is obtained or satisfactory arrangements are made with their present department. | Punctuality and regular attendance are essential functions of each employee's job with the City. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform his/her work. |
| Civilian employees who are transferred between departments will maintain their seniority for accrued leave benefits. The head of the department into which the employee is transferring shall have the discretion of requesting that any unused accrued vacation and/or unused accrued compensatory time be paid to the employee before starting in his/her new position. | Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized City business. Late arrival, early departure, and leaving City premises during work hours without permission of the employee's supervisor or department head while not on City business are grounds for discipline up to and including termination. For shift employees, the employee shall not leave his/her post until replaced by the employee for the next shift or until the supervisor relieves him/her. |
| Non-civilian employees who are re-hired as civilian employees with the City shall be paid for any unused accrued sick leave benefits before starting work in their new position. His/her vacation allotment, not to exceed twenty (20) days, will transfer with the re-hired employee. Any vacation that exceeds the twenty (20) day maximum will be paid by the department from which the employee is transferring. The State mandated separation of employment as defined by the Indiana Public Employee's Retirement Fund ("PERF") must be satisfied before starting work as a civilian employee. The re-hired employee will be subject to the normal waiting periods for accrued leave and for his/her health and welfare benefits as for any new employee. | In the event of an absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his/her regular starting time on any day on which the employee is scheduled to work and will not report to work or will be tardy. This policy applies for each day of an employee's absence. Not calling in to report an absence from work, being absent without proper explanation or giving a false reason for absence or tardiness are all grounds for disciplinary action up to and including termination. Excessive absenteeism and excessive tardiness may be grounds for discipline up to and including termination of employment. Generally, any unpaid absence not protected by law (e.g., FMLA) will be considered excessive. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. |
| 4.04 APPLICATION | Any employee who, without valid reason, fails to report to work without notification to his/her supervisor for a period of three days |
| All applicants will be required to complete the City's standard application form which is available from the Human Resources Director. A resume may be used as addendum to the application to provide the information specified in the job notice. No resume may be accepted which indicates that a candidate is member of a protected status category. False or misleading information given during the application process will result in rejection of the application and termination of employment if the applicant has been hired. | |
| 4.05 SELECTION | |
| Department heads shall be responsible, after consultation with the Human Resources Director, for choosing the best qualified applicants for openings in their respective departments. Final hiring approval must come from the Board of Public Works and Safety or the Board of Parks and Recreation. This section does not apply to the Clerk-Treasurer's office. | |

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

or more will be considered to have terminated the employment relationship.

6.00 HOURS OF WORK

6.01 WORK DAY, WEEK AND PAYROLL WEEK

The Common Council, the Board of Public Works and Safety (for the Wastewater Treatment Utility) or the Board of Parks and Recreation as appropriate, will set the regularly scheduled work hours in compliance with the FLSA. The designated hours of work for each department will be established by the department head with approval from the Mayor. The Clerk-Treasurer can designate the hours of work for the Clerk-Treasurer's staff. Generally speaking, these hours of work will be from 8:00 a.m. to 4:30 p.m. Monday through Friday. Certain offices may need to observe earlier opening hours and later closing hours in order to better serve the public. The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks, with adjustments as needed.

6.02 BREAKS

Employees are entitled to receive two paid 15 minute breaks during each work day, one during each half of the employee's shift. These breaks are to be taken at a time not disrupting to departmental work activity as judged by the supervisor.

6.03 OVERTIME AND COMPENSATORY TIME

When operating requirements or other needs cannot be met during regular working hours, employees will be scheduled to work additional hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive prior authorization from the supervisor.

Compensatory time may be given as a substitute for overtime pay for exempt and non-exempt employees. Exempt and non-exempt employees who are subject to receiving compensatory time will follow the "Compensatory Time Off Agreement" attached as Appendix 1.

Non-exempt employees that are not subject to the Compensatory Time Off Agreement shall receive monetary overtime compensation at a rate of one and one-half (1-1/2) times their regular rate of pay for each hour actually worked over forty (40) hours per workweek. Any exempt employee subject to receiving compensatory time who is required to work additional hours beyond the regularly scheduled workweek, up to forty (40) hours per week, will receive compensatory time on an hour-for-hour basis. The Department in which an exempt employee works may elect to pay straight time for hours worked beyond the regularly scheduled workweek, up to and above forty (40) hours per week.

Holiday, jury duty, and military leaves are considered hours worked for the computation of overtime pay. However, the maximum hours of work credited per day cannot exceed the hours in an employee's regularly scheduled workday. Other absences, including vacation, sick leave, personal days, compensatory time, bereavement leave, or any other leave of absence will not be considered hours worked for the computation of overtime pay. (See Compensatory Time Off Agreement attached as Appendix 1)

6.04 CALL-IN

Non-exempt employees who maintain their availability to come back to work to perform emergency or needed procedures during off-duty hours at the request of a supervisor or department head will be compensated for a minimum of two (2) hours at the regular

rate of pay or for the actual time worked at one and one-half times their regular rate of pay, whichever is greater, regardless of the hours actually worked in the work week. Failure to report for duty within a reasonable time, not to exceed one hour, after being called into work by a supervisor or department head will be grounds for disciplinary action. Failure to inform the supervisor or department head of any change in phone number, address or personal data will be grounds for disciplinary action.

6.05 ON-CALL

An employee may be required by the department head or supervisor to be available on a stand-by basis, outside scheduled working hours, to respond immediately to a call back to work as required for reasons of operational necessity. An employee who is on call is required to carry a cell phone, pager or other immediate contact device, which will be provided by the City. Failure to answer a call or respond to a page within a reasonable time, not to exceed one hour, after being called into work, will be grounds for disciplinary action. Failure to inform the supervisor or department head of any change in phone number, address or personal data will be grounds for disciplinary action.

7.00 RECORD KEEPING

It is the responsibility of the department head or his/her designee to keep records of hours worked, all overtime, sick leave, vacations, compensatory time, other leave or lateness, as required by the State Board of Accounts. The Clerk-Treasurer shall prescribe all payroll and account forms for all city departments.

It is the responsibility of each employee to update his/her work and leave record on a biweekly basis and to obtain approval of his/her service record from the department head.

Supervisors and department heads must report information regarding changes in an employee's job status, job description and salary to the Human Resources Director with a copy to the Clerk-Treasurer.

8.00 EMERGENCY CLOSINGS

The Mayor, in consultation with the Police Chief and Public Works Director, will determine if emergency conditions exist to close City Hall and/or other departments within the City. Emergencies include, but are not limited to, inclement weather conditions, equipment failure, fire or other forced evacuations.

In the event of an emergency closing, some operations must continue to provide services. Department heads shall predetermine and designate the mandatory/essential operations that will remain open and designate the emergency employees to staff these operations. (e.g. maintenance personnel may be deemed as essential for the on-going operation of a department whereby administrative/clerical personnel may be deemed non-essential to the operation of a department during a closing at the discretion of the department head and depending upon the emergency.) Employees who are designated mandatory/essential will remain at work and will be paid their regular rate of pay up through forty (40) hours actually worked per work week. All non-essential employees will be released and will receive regular pay for all normally scheduled hours not worked due to the emergency closing.

Non-essential employees who have been requested by the department head to remain at work to complete a required work assignment will be compensated at the rate of one and one-half times their regular rate of pay for the time worked beyond the designated close time.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

Employees who do not report for work because of weather-related conditions when City Hall and/or their Department is open and City services are available to the public, will be required to use a personal day, vacation leave, or compensatory time.

9.00 APPROPRIATE ATTIRE

The City requires employees to always appear for work in attire that is "professional" and suitable for the work setting. This may vary from one department to another depending on the nature of the work, exposure to the general public, customers, and the extent to which the employee works outdoors.

Personal appearance and hygiene play an important role in projecting a professional image in the community and to the citizens we serve. An employee's appearance should always reflect what is appropriate for the job, work setting, and personal safety.

Employees should use good judgment and common sense when dressing for work. Unacceptable attire includes, but is not limited to: sweatpants or workout attire; sheer clothing or clothing that is excessively revealing, distracting or provocative; t-shirts with foul or obscene words or graphics; clothing that is torn.

If there is doubt as to whether a piece of clothing is appropriate, do not wear it in the workplace. An employee observed wearing unacceptable attire may be sent home to change with a dock in pay.

10.00 GIFTS AND GRATUITIES

No employee of the City shall solicit or accept gifts, gratuities, or special favors from outside vendors, contractors or companies with whom they do business on behalf of the City. An occasional, nominal business courtesy, such as lunch, dinner, or promotional item provided by a vendor, contractor or outside company, is acceptable under this policy.

11.00 ACCESS TO PUBLIC RECORDS

Employees of the City shall make a reasonable effort to satisfy requests for public records as per Ind. Code 5-14-3. Any employee unable to do so, or with questions regarding responding to a request for public records access, is responsible for requesting assistance from his/her supervisor.

12.00 OUTSIDE EMPLOYMENT

Any employee who is also employed by an entity other than the City, is responsible for notifying his/her supervisor of this outside employment. Any conflict or potential conflict (such as the outside employer is subject to City regulation or enforcement or is a City vendor) should be discussed with the department head, Clerk-Treasurer and/or Mayor as appropriate, who will determine whether a conflict exists. If it is determined that a conflict exists between the employment with the City and outside employment, the employee will be required to choose which employment to maintain and which to discontinue. If the employee does not choose within two weeks of the decision that a conflict exists, the employee will be terminated from his/her position with the City. Record of an employee's outside employment and the resolution of any conflict or potential conflict shall be maintained in the employee's file in his/her department and by the Human Resources Director.

13.00 DAMAGE TO PERSONAL PROPERTY

The City shall reimburse any employee whose personal property (glasses, dentures, etc.) has been destroyed in the line of duty without negligence or fault by the employee. All claims must be substantiated by the department head and documented with a

corresponding invoice. The Board of Public Works and Safety or Board of Parks and Recreation must approve these claims.

14.00 ELECTRONIC MAIL AND INTERNET USAGE

The purpose of this policy is to promote the productive use of internet and electronic mail resources while preventing the abuse and misuse that can negatively impact productivity and expose the City of West Lafayette to potential liabilities.

The use of electronic information is a privilege and requires responsible and ethical use. All employees shall use common sense and sound judgment when utilizing the e-mail or internet system just as they would if they were writing memoranda or letters. All e-mails should be courteous and professional. Examples of unacceptable use of the internet and e-mail include but are not limited to: reviewing non-business related sites or pornographic sites; downloading or copying software from the internet; e-mailing chain letters and other types of mass mailings; and, transmitting messages or materials that violate the City's policy against harassment and discrimination or for transmitting otherwise inappropriate messages or materials that contain defamatory, abusive, harassing, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory, or illegal material, whether self-generated or involuntarily received from inside or outside the City.

Limited personal use of e-mail and the internet should, with infrequent exceptions, occur on the user's own time and shall not interfere with the employee's job responsibilities. Personal use of e-mail and the internet must be consistent with the City's policy on Electronic Mail and Internet Usage.

The computer technology and e-mail systems are the property of the City of West Lafayette and are subject to monitoring. All data entered, created, received, stored or transmitted via City systems are considered City Property. Users should be aware that e-mail messages cannot be considered private and may be subject to inspection by outside third parties and the employee's supervisor, department head or the Human Resources Director.

The use of a password to access the internet or e-mail system does not assure the confidentiality of any message stored in, created, received, or sent from the City e-mail system. Use of passwords or other security measures does not in any way diminish the City's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by a City employee must be provided to his/her supervisor or department head, as an employee's file may need to be accessed in an employee's absence.

E-mails to and from the City's legal counsel must be treated with special care to protect attorney/client privilege. They should not be forwarded to others (inside or outside the City) without the attorney's prior direction.

Any employee who abuses the privilege of using the City's e-mail system or internet access will be subject to appropriate disciplinary action up to and including termination.

15.00 CELLULAR PHONE USAGE

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of work phones. Personal calls during the work hours, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should keep personal calls to a minimum.

15.01 DISTRACTED DRIVING

Studies have demonstrated how the use of cell phones while driving pose a significant safety risk to motorists, their passengers

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

and others on the road. Employees whose job responsibilities include driving or equipment operation are expected to refrain from using their cellular device (including hands free) while driving or operating equipment. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short and use hands free options if available. Safety must come before all other concerns.

CDL holders are held to an even higher standard and, regardless of the circumstances, may not use cell phones or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails and text messages, adjusting a Global Positioning System (GPS) and accessing the Internet.

Texting and emailing while driving is never acceptable. State law prohibits the use of a telecommunications device to transmit a text message or electronic mail message while operating a moving motor vehicle. All employees must pull over to a safe place and stop the vehicle before sending or replying to a text or email.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy may result in disciplinary action, up to and including termination.

16.00 PAY SCHEDULE

Payroll checks shall be computed on the basis of pay periods as specified in the applicable ordinance or resolution fixing the salary and shall have a statement attached showing earnings and amounts deducted. All mandatory federal, state and local taxes; social security deductions; and, the employee's portion of retirement and health insurance benefits for the employee and dependents will be withheld. (See Appendix 6 for Permissible Deductions for Salaried Employees.)

17.00 BENEFITS

17.01 INSURANCE COVERAGE

The City of West Lafayette provides health benefits, long-term disability and life insurance coverage to its regular full-time employees. These benefits and any costs to the employee may vary from time to time because of availability or affordability. Selection of the coverage and the amount of any payment by an employee will be set from time-to-time by the Board of Public Works.

17.02 LONG-TERM DISABILITY

Active full time employees are eligible to participate in the City's Long-Term Disability ("LTD") Plan once they have completed six (6) full months of continuous employment. If an employee becomes unable to perform some or all of the material and substantial duties of his/her position due to sickness or injury that lasts longer than 180 consecutive days, he/she may be entitled to benefits under the City's LTD Plan. Certificates of coverage are provided to eligible employees and are available from the Human Resources Director. The Plan Administrator, not the City of West Lafayette, has the authority to approve or deny claims for long-term disability benefits, based on medical documentation.

17.03 PUBLIC EMPLOYEE'S RETIREMENT FUND ("PERF")

All eligible employees of the City who are covered by this Policy are required to participate and be enrolled in the Indiana Public Employee's Retirement Fund ("PERF"). The terms, conditions, benefits, eligibility requirements and contribution rates for PERF are defined by statute and/or the Fund. Information concerning

PERF is available during an employee's orientation and through the Human Resources Director.

17.04 HOLIDAYS, VACATION, COMPENSATORY TIME, SICK LEAVE, PERSONAL TIME, UNPAID LEAVES.

Other benefits are available and specified by category. Regular part-time employees are provided accrued leave benefits on a pro rata basis according to their regularly scheduled work week.

17.05 UNIFORM/CLOTHING ALLOWANCE

A uniform or clothing allowance is granted to qualified personnel pursuant to the annual City budget and payable in two (2) installments (April and October) subject to the availability of funds. This allowance is to purchase, repair and maintain uniforms or clothing. Accrual is calculated on a six month basis.

The City may purchase uniforms for qualified personnel that consists of apparel with City and departmental identification if the following conditions are met: the apparel is required to be worn during the work day for a work-related purpose, is prohibited from being worn outside of work except de minimis (to and from home), shall not be worn by anyone else, and is to be returned upon termination of employment. A violation of the uniform policy may result in disciplinary action and will also result in the uniform being reported as a taxable fringe benefit according to Internal Revenue Service guidelines.

18.00 VACATION

18.01 ELIGIBILITY

Vacation with pay is available to regular full-time and regular part-time employees. Full-time and part-time employees are eligible to use vacation after completing one full year of continuous service. Vacation is awarded on a calendar-year basis. At the discretion of the Mayor, department heads may be granted vacation before completion of a year's continuous service. Seasonal and Temporary employees are not eligible for paid vacation.

18.02 AMOUNT OF VACATION

Your vacation allotment during the calendar year will be in accordance with the following schedule:

| <u>LENGTH OF SERVICE</u> | <u>VACATION DAYS PER YEAR</u> |
|--------------------------|-------------------------------|
|--------------------------|-------------------------------|

If employee is hired by:

| | |
|---|---------|
| March 1 | 10 days |
| April 1 | 9 days |
| May 1 | 8 days |
| June 1 | 7 days |
| July 1 | 6 days |
| August 1 | 5 days |
| September 1 | 4 days |
| October 1 | 3 days |
| November 1 | 2 days |
| December 1 | 1 day |
| 2 nd calendar year of cont. service | 10 days |
| 5 th calendar year of cont. service | 15 days |
| 12 th calendar year of cont. service | 20 days |

For example, an employee who was hired prior to May would not be eligible to take any vacation until his/her anniversary date the following year (one full year of continuous employment). That employee would then have 8 days of vacation to use from his/her anniversary date through the end of the remaining calendar year.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

Regular part-time employees, who are scheduled to work 20 hours or more per week, will be awarded vacation time on a pro rata basis.

18.03 CARRY-OVER PROVISION

An employee may elect to carry over up to five days of accrued vacation into the following calendar year. Excess days will be forfeited at the end of the calendar year.

18.04 REQUESTS FOR VACATION

Vacation leave will be granted at a time which is mutually acceptable to the employee, his/her supervisor and the department head, consistent with the demands of the department and should be requested of the department head as far in advance as possible. The department head has the discretionary authority to approve, deny and cancel any vacation leave request for good cause. Each department head may set criteria for vacation scheduling that take into account specific conditions of his/her department. Vacation time may be taken in 30 minute increments.

18.05 HOLIDAYS DURING VACATION

Paid holidays and official holidays occurring during an employee's vacation period will not be counted against the vacation leave.

18.06 RECORDING VACATION

The department head or his/her designee is responsible for maintaining a permanent record of vacation leave for each regular employee, as required by the State Board of Accounts.

18.07 VACATION LEAVE UPON TERMINATION

When an employee terminates, the department head will report the actual number of hours of vacation leave accrued, as supported by available service records. Except as otherwise stated, accrued vacation leave which is unused at the time of termination will be granted in the form of compensation for that time. The employee's termination date may not be extended to include unused vacation time for the purpose of extending benefits. The employee's effective termination date shall always be the last day worked. If employment is terminated during the introductory period, accrued vacation leave will be paid out at the time of separation.

If an employee fails to give at least fourteen (14) days written notice before resigning from employment, he/she will not be entitled to unused, accrued vacation upon termination.

18.08 INTERRUPTION OF SERVICE

An employee who has worked a minimum of three (3) consecutive years who has an interruption in employment of one year or less shall be credited with prior full-time service after completing one year's additional service. After an interruption of more than one year, a returning employee shall be treated as a new employee for purposes of calculating vacation time earned and shall not receive credit for prior service.

19.00 PERSONAL LEAVE

19.01 POLICY

The City of West Lafayette provides personal leave to employees who must be absent from normal duties to take care of personal business. Personal leave will not be considered hours worked for the computation of overtime pay or earning compensatory time.

19.02 MAXIMUM PERSONAL DAYS GRANTED

After the Introductory Period, a regular full-time employee hired prior to July 1 shall be granted two regularly scheduled work days of personal leave in a calendar year. Regular part-time employees hired prior to July 1 shall be entitled to 2 days personal leave on a

pro rata basis. During a non-election year only, an employee shall be granted one additional personal day, or a total of three personal days in a calendar year. Personal leave cannot be carried over from one year to the next. Upon termination an employee will not be compensated for unused personal leave. (For Patrol Dispatchers see 20.02 for explanation of personal days.)

19.03 REQUESTING PERSONAL LEAVE

An employee should request personal leave from his/her supervisor or department head 48 hours in advance of the period to be absent from normal duties unless the need for personal leave is not foreseeable or it is otherwise not possible to make the request in advance. An employee may use personal leave in increments less than one regularly scheduled workday, subject to approval by his/her supervisor and department head.

19.04 INTRODUCTORY, SEASONAL AND TEMPORARY EMPLOYEES

Introductory, Seasonal and Temporary employees are not eligible for personal leave.

19.05 RECORDING PERSONAL LEAVE

The department head or his/her designee is responsible for maintaining a permanent record of absences due to personal leave for each employee with a copy of all documents to go into the employee's personnel file.

19.06 EXTENDED LEAVE WITHOUT PAY

The Board or Public Works and Safety, upon the request of a department head, may grant an extended leave without pay and/or fringe benefits to an employee. Extended leave shall total no more than 60 working days, excluding leave taken under the Family and Medical Leave Act. The department head or his/her designee is responsible for maintaining a permanent record of extended leave for each employee. An employee will not be granted extended leave under this section until he/she has exhausted any unused vacation leave, personal leave and compensatory time.

20.00 HOLIDAYS WITH PAY

20.01 POLICY

The City of West Lafayette designates certain days to be observed as paid holidays in each calendar year for all regular full and part-time employees. The holiday pay will be based upon the normal scheduled work day. Regular part-time employees shall be entitled to holiday leave on a pro rata basis. Holidays will be considered hours worked for the computation of overtime pay or earning compensatory time.

20.02 DESIGNATED HOLIDAYS

The days of the official holidays for the City of West Lafayette for the succeeding calendar year will be designated and presented by memorandum from the Mayor by December 20th of each year. The Street and Sanitation Department may schedule other days to be observed in lieu of such holidays in order to maintain services. Patrol Dispatchers are entitled to one hundred (100) hours of personal time per calendar year in lieu of the City designated holidays. During the first calendar year of a patrol dispatcher's employment, personal days will be prorated by multiplying .24 by the number of calendar days remaining in the year. Requests for personal days must be submitted to his/her Head Dispatcher.

The Mayor, at his/her discretion, will designate which days departments and offices of the City of West Lafayette will be open and closed.

Any employee with an unexcused absence either the day before or the day after a designated holiday will not receive holiday pay.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

20.03 WORKING ON A DESIGNATED HOLIDAY

Wastewater Treatment Utility operators whose normal day off falls upon a designated holiday of the City shall have a regularly scheduled work day off with pay as assigned by the immediate supervisor. Parks and Recreation employees who work at a facility required to remain open on a designated City holiday due to business necessity will work the scheduled holiday at their regular rate of pay for the hours worked. A substitute day off will be assigned by the immediate supervisor equal to the hours worked on the holiday. All other employees (other than a police dispatcher) who work a designated holiday will be compensated in accordance with the salary ordinance regardless of hours actually worked in the scheduled work week.

20.04 NON-PAID HOLIDAYS

Seasonal and Temporary employees are not eligible for paid holidays.

21.00 BEREAVEMENT LEAVE

21.01 POLICY

The City of West Lafayette provides its regular full-time employees with bereavement leave to attend the funeral of a family member and to handle personal affairs.

1. Employees will be allowed up to three days of paid leave for the death of a member of the immediate family or household. Immediate family or household includes the employee's spouse, sibling, children, parent, step-mother/father, step-children, grandparent, spouse's mother/father, step-mother/father, spouse's siblings, or a step-brother/sister, and significant others.

2. Employees will be allowed one day of paid leave for the death of an aunt/uncle or a spouse's grandparent.

3. Employees will be allowed one-half day of paid leave to attend a funeral service for a co-worker in the same department.

Additional leave may be granted at the discretion of the department head. Any such additional leave shall either be deducted from vacation accrual or personal time. Bereavement leave will not be considered hours worked for the computation of overtime pay or earning compensatory time.

21.02 RECORDING BEREAVEMENT LEAVE

Each department is responsible for maintaining a permanent record of absences due to bereavement leave for each employee, as required by the State Board of Accounts. The employee may be asked to provide documentation of the death, such as a newspaper report.

22.00 PAID SICK LEAVE

22.01 POLICY

The City of West Lafayette provides sick leave to its regular employees and allows for the accrual of unused sick leave, within certain limitations. Annual sick leave is a privilege granted to an employee as a protection, IN CASE OF NEED, should he/she become ill and not able to work, should an illness strike a member of the immediate family or for medical appointments of the employee or a spouse or child of the employee. Sick leave will not be considered hours worked for the computation of overtime pay or earning compensatory time. Paid sick leave may be used in one-quarter (1/4) hour increments.

22.02 REGULAR EMPLOYEES

Annual sick leave will accrue at the rate of .0385 hours per regularly scheduled work hours, including all paid leave, for regular full-time employees, but not for hours worked in excess of regularly scheduled work hours. Ninety days is the maximum sick

leave which can be accumulated by an employee during the course of his/her employment. Sick leave will accrue on a pro rata basis for regular part-time employees based on the number of hours scheduled in his/her work week.

22.03 DOCTOR'S CERTIFICATION

Upon the request of a supervisor or department head, an employee may be required to present a doctor's certificate, signed by the attending physician, to be entitled to paid sick leave.

22.04 SEASONAL AND TEMPORARY EMPLOYEES

Seasonal and Temporary employees are not eligible for paid sick leave.

22.05 SICK LEAVE UPON TERMINATION

Upon termination of employment, employees will be paid for unused sick leave, up to a maximum of 45 full days. Employees hired before May, 1986 who have up to 60 days of accrued sick leave upon termination of employment will be compensated in full for the first 30 days of accrued sick leave, and will be compensated for one half of the next 30 days, for a total of 45 full days of compensation. Employees hired after May, 1986 who have up to 90 days of accrued sick leave upon termination of employment will be compensated for one half of the balance, or a total of 45 full days of compensation.

A statement of unused sick leave, supported by available service records, shall be prepared and signed by the department head. A day shall mean a regularly scheduled work day for that employee.

If an employee fails to give at least fourteen (14) days written notice before resigning from employment, he/she will not be entitled to unused, accrued sick leave upon termination.

23.00 COURT AND JURY LEAVE

The City of West Lafayette grants employees leave to serve on a jury in any state, federal, or local court without loss of pay. An employee should notify his/her supervisor or department head upon receipt of a summons. In order to be entitled to jury duty leave, an employee must refund any jury duty compensation from the court to the City. While on jury duty leave, the employee will retain all benefits and continue to accrue sick leave and vacation. The duration of the jury duty will be considered hours worked for the computation of overtime pay and earning compensatory time. However, the maximum hours of work credited per day cannot exceed the hours in the employee's regularly scheduled workday. An employee appearing in court on his/her own behalf, as a subpoenaed witness, or as a party in a law suit, is required to use a paid personal day, vacation leave or must take the time off as unpaid leave.

24.00 FAMILY AND MEDICAL LEAVE ACT

24.01 POLICY

The City of West Lafayette provides up to twelve weeks of leave in accordance with the Family and Medical Leave Act ("FMLA") to all eligible employees. The City of West Lafayette utilizes a rolling twelve month period for the determination of eligibility for FMLA leave.

The Human Resources Director is responsible for administering the City of West Lafayette's FMLA policy. Any questions about the application of the FMLA to an employee's circumstances or any other questions about the FMLA or this policy should be directed to the Human Resources Director.

24.02 ELIGIBLE EMPLOYEES

An employee is eligible for FMLA leave if he/she:

A. has been employed by the City for at least 12 months, and

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

B. has been employed by the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Employees who do not satisfy these requirements are not eligible for FMLA leave, but may be eligible for other leave in accordance with the City of West Lafayette policy.

24.03 REQUIREMENTS

An employee may request a total of 12 weeks (60 work days) of leave during a 12 month period for the following reasons:

- A. because of the birth of a child of the employee and in order to care for such child;
- B. because of the placement of a child with the employee for adoption or foster care and to care for such child;
- C. in order to care for a husband or wife, or a son or daughter, or parent of an employee who has a serious health condition, or
- D. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position.

"Serious health condition" is a term that is specifically defined in the FMLA. The Human Resources Director can provide additional information regarding this term.

24.04 PAID AND UNPAID LEAVE

An employee is required to exhaust all accrued paid vacation, personal and sick leave for any part of the 12 week period of FMLA leave, unless the FMLA leave is due to a work-related injury/illness. If an employee is on FMLA leave, the unused accrued leave will remain intact but not accrue during that leave.

After the exhaustion of all accrued paid vacation, personal and sick leave, the remaining time in the FMLA leave period shall be unpaid.

An employee may request to use accrued compensatory time for an FMLA reason. If the employee is paid during the absence from the employee's accrued compensatory time account, it may not be counted against the employee's FMLA leave entitlement.

24.05 REQUEST FOR FMLA LEAVE

If leave is foreseeable, i.e. expected birth or placement of a child, planned medical treatment for a serious health condition of the employee or the employee's spouse, child or parent, the employee must notify the Human Resources Director of the duration of the leave and the date leave will begin at least 30 days in advance of leave commencing. When the need for leave is not foreseeable, or when it is not possible to give 30 days' notice, an employee must give notice as soon as practicable, or within no more than two working days of learning of the need for leave.

In the case of a worker's compensation claim that is also covered by FMLA leave, the Director of Human Resources will notify the employee in writing the effective starting date of the leave.

24.06 FAMILY AND MEDICAL LEAVE TAKEN INTERMITTENTLY OR ON A REDUCED LEAVE BASIS

An employee may take FMLA leave on an intermittent or a reduced leave basis when medically necessary for medical treatment for or recovery from a serious health condition or periods of incapacity due to an employee's or an employee's spouse, child, or parent's serious health condition. Such leave must be supported by a certification from the employee's or the employee's spouse, child, or parent's health care provider stating that the medical need can best be accommodated through an intermittent or reduced leave schedule.

24.07 TIME LIMIT

The maximum amount of FMLA leave an employee may take is 12 weeks (60 work days), including all accrued paid vacation, personal and sick leave, within any 12 month period.

24.08 CERTIFICATION

When the need for leave is foreseeable, the employee should provide the Human Resources Director with a certification supporting the need for FMLA leave from his/her health care provider or from the spouse's, child or parent's health care provider before the leave begins. If this is not possible, the employee must provide the certification within 15 calendar days after the City's request for such certification. The certification must be on the form provided by the City and can be obtained from the Human Resources Director. If the City has reason to doubt the validity of the certification, the employee may be required to obtain a second opinion of a health care provider, designated or approved by the City of West Lafayette, and at the expense of the City of West Lafayette. If the opinion of a third healthcare provider is required, it will be at the expense of the City and the City and the employee must jointly approve the health care provider.

Except as otherwise provided by the Family and Medical Leave Act and accompanying regulations, during a period of FMLA leave, the employee is required to provide to Human Resources subsequent re-certifications every 30 days for the duration of leave.

Upon return from FMLA leave for an employee's serious health condition, the employee shall be required to supply Human Resources with certification, at the employee's expense, from his/her health care provider that he/she is able to resume work.

24.09 MAINTENANCE OF BENEFITS

During any FMLA leave, the City of West Lafayette shall maintain all group health plan benefits the employee was entitled to at the time the leave commenced. However, the City of West Lafayette will only maintain the portion of the employee's group health plan benefits that it was paying at the time the employee's FMLA leave commenced. It is the responsibility of the employee to pay his/her portion of his/her health plan benefits during the period of FMLA leave in a timely manner as specified by the Clerk Treasurer's Office.

Employees do not accrue additional seniority or employment benefits during unpaid FMLA leave. An employee returning from FMLA leave is entitled to no greater right, benefit or position than the employee would have been entitled to had he/she not taken the period of FMLA leave.

The City of West Lafayette may recover the premiums paid for maintaining group health plan benefits for the employee during the period of FMLA leave if the employee fails to return because of any reason or circumstance other than the continuation of, reoccurrence or onset of a serious health condition that would entitle the employee to a period of FMLA leave or any other circumstance that is beyond the control of the employee.

24.10 RESTORATION

Subject to 29 C.F.R. § 825.216 and provisions of this policy. Upon return from FMLA leave, an employee is entitled to be restored to the position of employment he/she held at the time the period of leave commenced or to be restored to an equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

24.11 RECORDING OF LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

- The Human Resources Director is responsible for maintaining a permanent record of an employee's FMLA leave.
- 24.12 CONSEQUENCES OF EMPLOYEE'S FAILURE TO MEET HIS/HER OBLIGATIONS UNDER THE FMLA**
- An employee who fails to meet his/her obligations to the City under the FMLA as described above may be denied the benefits and protections of the FMLA in accordance with applicable law.
- 24.13 UNLAWFUL ACTS OF EMPLOYERS**
- The FMLA makes it unlawful for any employer to:
- (a) interfere with, restrain, or deny the exercise of any right provided under FMLA;
 - (b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- The FMLA does not affect any federal or state law prohibiting discrimination.
- 24.14 FMLA – MILITARY FAMILY LEAVE ENTITLEMENTS**
- The National Defense Authorization Act of 2010 (NDAA 2010) was signed into law on October 28, 2009. This new law includes an expansion of the recently-enacted exigency and caregiver leave provisions for military families under the Family and Medical Leave Act of 1993.
- 24.15 MILITARY CAREGIVER LEAVE**
- A. An employee is eligible for military caregiver leave if he/she is the service member's spouse, child, parent, or nearest blood relative.
 - B. A "Covered Service Member" is a current member of the Armed Forces, including the National Guard, or Reserves.
 - C. An eligible employee is limited to a combined total of up to 26 weeks of unpaid leave in a 12 month period.
- 24.16 QUALIFYING EXIGENCY LEAVE**
- A. An employee is eligible for exigency leave if he/she has a spouse, son, daughter, or parent on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.
 - B. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it only extends to family members of military members in the Regular Armed Forces if deployed on active duty in a foreign country.
 - C. An eligible employee may take up to a total of 12 weeks of unpaid leave.
 - D. Qualifying exigencies include: short-notice deployment (a week or less in notice of deployment); military events and related activities; urgent child care and related activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and any other event that the employee and the employer agree is a qualifying exigency.
- 24.17 NOTICE REQUIREMENTS**
- A. Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for a planned medical treatment for a serious injury or illness of a covered service member. If 30 days advance notice is not practicable, then he/she must provide notice as soon as practicable – generally, either the same or next business day.
 - B. An employee must provide notice of the need for the foreseeable leave due to a qualifying exigency as soon as practicable.
- 24.18 CERTIFICATION REQUIREMENTS**
- A. Leave to care for a covered service member must be supported by a certification completed by an authorized health care provider or by a copy of an Invitational Trade Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.
- B. Leave for a qualifying exigency must be supported by a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.
- 25.00 MILITARY FAMILY LEAVE**
- Effective July 1, 2007, Governor Daniels signed into law the Military Family Leave Act. Under this Act, employees may take up to 10 days of unpaid leave per year during one or more of the following periods:
- A. during the 30-days before active duty orders are in effect,
 - B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect,
 - C. during the 30 days after the active duty orders are terminated.
- 25.01 ELIGIBLE EMPLOYEES**
- An employee is eligible for military family leave if he/she:
- A. is the spouse, parent, grandparent, or sibling of the service person, as defined in Ind. Code Section 22-2-13, and
 - B. has been employed by the City for at least 12 months, and
 - C. has been employed by the City for at least 1,500 hours of service during the 12-month period immediately preceding the commencement of the leave.
- 25.02 REQUEST FOR LEAVE**
- Employees must give written notice of a request for leave, including a copy of the active duty order if available, to Human Resources of a request for leave at least 30 days prior to the requested leave, unless the service person's active duty orders are issued less than 30 days prior to the requested leave. If an employee fails to provide verification, the city may consider the employee's absence unexcused.
- 25.03 MAINTENANCE OF BENEFITS**
- During any family military leave, the City of West Lafayette shall maintain all group health plan benefits the employee was entitled to at the time the leave commenced. However, the City of West Lafayette will only maintain the portion of the employee's group health plan benefits that it was paying at the time the employee's family military leave commenced. It is the responsibility of the employee to pay his/her portion of his/her health plan benefits during the period of family military leave in a timely manner as specified by the Clerk Treasurer's Office.
- 25.04 RESTORATION**
- An employee returning from military family leave will be restored to the same or equivalent position of employment he/she held at the time the period of leave commenced unless the reason for not restoring the employee to the same or equivalent position is unrelated to his/her use of military family leave.
- 25.05 PAID AND UNPAID LEAVE**
- An employee may choose to substitute accrued vacation leave or compensatory time for any or all of the unpaid family military leave.
- 26.00 MILITARY LEAVE**
- The City of West Lafayette provides military leave to any City employee who is a member of the Indiana National Guard, a

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

member of a reserve component or branch of the United States Military, or a member of the retired personnel of the naval, air or ground forces of the United States in compliance with the Uniformed Services Employment and Re-employment Rights Act and the Indiana Code. All employees requiring military leave shall give advance notice as soon as practicable to their supervisor of when they shall require military leave. In accordance with I.C. § 10-16-7-5, a City employee is entitled to receive a leave of absence in addition to regular vacation period without loss of time or pay for the time the employee is on training duties of the state of Indiana under the order of the governor as commander in chief; or, for the time a City employee is a member of any reserve component under the order of the reserve component authority. This leave shall be paid military leave for any consecutive or nonconsecutive period that does not exceed a total of fifteen (15) days in any calendar year. Paid military leave pursuant to I.C. § 10-16-7-5 will be considered hours worked for the computation of overtime pay and earning compensatory time. However, the maximum hours of work credited per day cannot exceed the hours in the employee's regularly scheduled workday. A City employee who is a member of the Indiana National Guard is also entitled to military leave of absence in addition to the employee's regular vacation period for the total number of days that the employee is on state active duty in accordance with I.C. § 10-16-7-7. Military leave pursuant to I.C. § 10-16-7-7 shall be unpaid; however, an employee may use his/her personal leave or vacation on those days when military leave is required. Eligibility for reinstatement after completion of military duty or training is determined in accordance with applicable federal and state laws.

27.00 TOBACCO FREE WORKPLACE POLICY

Effective July 1, 2007, in keeping with Ordinance No. 28-05 and with the City of West Lafayette's intent to provide a safe and healthful work environment for its employees, customers, and visitors, smoking is prohibited in any City owned or leased building.

27.01 POLICY

Smoking shall not be permitted in any indoor work area. This includes common work areas, conference and meeting rooms, private offices, elevators, hallways, employee lounges, stairs, restrooms, shops, warehouses, and vehicles used for business. This policy applies to all employees, suppliers, visitors, and customers.

Employees who need to smoke at work may do so during their scheduled 15-minute break period. Each building owned or leased by the City shall establish a smoking area in accordance with this policy and utilize the following guideline:

- # Smoking shall occur at a distance not closer than 15 feet from a ventilation system or a public entrance to any area where smoking is prohibited to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

27.02 SUPPORT FOR SMOKERS

Smokers who want to quit may contact the Human Resources Director for information on smoking cessation programs and other available resources.

27.03 COMPLIANCE

Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the City, with no exceptions. Employees who violate this policy are subject to disciplinary action.

28.00 SAFETY POLICY

Supervisors and employees share responsibility for creating and maintaining a safe workplace. Maintaining a safe workplace requires the continuous cooperation of all employees. Safety must be a primary concern in every aspect of planning and performing all City activities. The following are examples, but not an exclusive list, of violations of this policy:

- # failure to wear required personal protective equipment, including but not limited to steel-toed boots if applicable;
- # failure to use safety lights and other safety devices on City equipment or vehicles or on vehicles being operated while performing City business; and,
- # failure to keep work area clean and clear of litter or objects or material that may be hazardous.

Please report these or any other safety concerns to your supervisor or department head as soon as you are aware of them.

29.00 WORKER'S COMPENSATION

29.01 POLICY

The City provides coverage according to the Indiana Worker's Compensation Act for employees who sustain a work-related injury or illness while performing his/her work as a City employee.

29.02 REPORTING PROCEDURE

In the case of an injury, no matter how slight, the injured employee or another employee must immediately notify the supervisor and the Human Resources Director. If the injury is life threatening, a supervisor or an employee should call 911 immediately. In the case of a less severe injury, the employee must be transported to the City's designated provider as directed by the injured employee's supervisor, department head, or the Human Resources Director. This procedure is discussed in orientation. It is the responsibility of each employee to understand this procedure. More details on this procedure are available in Human Resources and within individual departments. The City reserves the right to require an employee involved in an accident at work or during work hours or in a City vehicle to submit to drug and alcohol testing as permitted by law.

30.00 USE OF CITY-OWNED VEHICLES

30.01 POLICY

A. Use of City-owned vehicles is restricted to City employees carrying out the business of the City. Employees must use assigned City vehicles for the purpose(s) authorized and must not permit unauthorized passengers.

B. The Board of Public Works and Safety shall approve the Take Home Vehicle Policy effective January 1 of each year in compliance with the Internal Revenue Code, subject to change at the discretion of the Board of Public Works and Safety.

C. Vehicles which are not designated for commuting status shall be kept on City premises during non-business hours and shall not be used for personal purposes.

D. Employees using a City vehicle will be subject to periodic driving record checks by the Bureau of Motor Vehicles at least annually. An employee convicted of a moving violation, an alcohol or drug related offense, or whose license is expired, suspended, or revoked and/or who is unable to obtain required endorsements must notify his/her department head immediately. The City's property and casualty insurer may determine, based on an employee's driving record, that the employee will no longer be covered under the City's insurance policy. If a non-CDL employee does not meet the City's insurer's standards, he/she may temporarily be placed in a non-driving capacity or may be

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

terminated depending on the employee's position. A CDL driver may be subject to termination if he/she does not meet the City's insurer's standards. If having a driver's license is part of an employee's job description, and the employee's driver's license has not been reinstated within thirty (30) days, then the employee is subject to termination.

E. Damages or accidents involving city vehicles and equipment should be reported to the department head or supervisor immediately.

30.02 COMMERCIAL DRIVER'S LICENSE

Employees required to have a Commercial Driver's License (CDL) must comply with all Department of Transportation drug and alcohol testing procedures and the City's controlled substances policy for CDL drivers. Employees are responsible for keeping their CDL current. Loss of a CDL may result in termination of employment if one of the employee's primary job functions is driving a city-owned vehicle. If one of an employee's primary job functions is driving a vehicle that requires a CDL, and the CDL is suspended for a period not to exceed thirty days, an employee will be suspended from employment for the length of the CDL suspension. The employee may use accrued personal leave or vacation, but the remainder of the thirty day period is unpaid. Loss of a CDL may result in termination of employment if one of the employee's primary job functions is driving a vehicle that requires a CDL and the license suspension is for more than thirty days, or regardless of the period of the suspension, if the CDL is suspended for a reason that constitutes a violation of City policy.

31.00 TRAVEL

City employees may be reimbursed for actual miles traveled in their own vehicles on official business at a rate per mile as fixed by the Board of Public Works and Safety. Reimbursed mileage shall not include travel to and from the employee's home and the governmental office in which he/she works.

When traveling outside the county on official business, officers and employees may be reimbursed for meals, lodging and other necessary traveling expenses. The claim for reimbursement must be itemized and supported by receipts as required by the State Board of Accounts.

32.00 GRIEVANCE PROCEDURE

32.01 POLICY

The City of West Lafayette strives to provide prompt consideration and equitable resolution of employee grievances. It is the desire of the City of West Lafayette to resolve grievances informally whenever practicable. Both supervisors and employees are expected to make a good faith effort to resolve each situation as it arises.

Terminated employees are not eligible for the grievance procedure unless the grievance falls under EEOC, ADA or FMLA. If you believe that you have been terminated due to harassment and discrimination based on sex (with or without sexual conduct) race, color, religion, national origin, ancestry, age, handicap, disability, sexual orientation or protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process) or for exercising a right under the FMLA, please refer to Appendix 3.

32.02 EQUAL EMPLOYMENT OPPORTUNITY, AMERICANS WITH DISABILITIES ACT AND FAMILY MEDICAL LEAVE ACT GRIEVANCES

Please refer to Appendix 3, the City's comprehensive Policy against Harassment and Discrimination and Complaint Procedure.

32.03 PROCEDURE

A grievance should be relayed by an employee to his/her immediate supervisor, in writing, within the working hours of the day that the event causing the grievance occurred. The supervisor will report the grievance to the department head and the Human Resources Director and will then attempt to resolve the grievance as soon as possible and will render his/her decision either orally or in writing to the aggrieved within twenty-four (24) hours.

Appeal to the department head: a grievance not resolved by the supervisor must be presented to the department head.

If the aggrieved employee presents the grievance to the department head, it must be in writing, signed and dated by the aggrieved and presented to the department head within two (2) working days of the decision rendered by the supervisor.

The department head will contact the Human Resources Director and will review the grievance and render his/her written decision to the aggrieved within three (3) working days.

Appeal to the Board of Public Works and Safety or the Board of Parks and Recreation: a grievance not resolved by the supervisor or department head must be written and submitted to the president of the appropriate board by the aggrieved. Grievances originating from the Clerk-Treasurer's Office shall be appealed to the City Council.

A. The written grievance must be signed and dated by the aggrieved and submitted to the appropriate board within two (2) working days of the decision rendered by the department head. A copy of the written grievance shall be delivered to the Human Resources Director.

B. The appropriate board shall review the grievance and render a written decision to the aggrieved within three (3) working days of the second regularly scheduled meeting of the appropriate board, following the submission of the grievance.

C. When resolution is reached, the supervisor or department head must document the resolution. Copies must be forwarded to all involved parties and the Human Resource Director.

33.00 DRUG-FREE WORKPLACE

The City of West Lafayette is committed to providing a drug-free workplace. In order to maintain the safety and reputation of our working environment, the City will take all reasonable measures to ensure that drugs and alcohol do not jeopardize the safety of our operations or the quality of City services. The manufacture, sale, purchase, distribution, dispensation, possession, or illegal use of drugs or alcohol while on City premises, during working hours, including break and meal periods, while operating a City vehicle or while operating any other vehicle while on City business at any time is strictly prohibited. It is also a violation of City policy for an employee to report to work under the influence of alcohol or illegal drugs. These actions constitute serious violations of the City policy and can create situations that are unsafe or that substantially interfere with job performance. If the City has a reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the City will require the employee to undergo a drug and/or alcohol test. The City may also require a drug and/or alcohol test if an employee is involved in an accident at work or during work hours or in a City vehicle. Refusal of

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

testing will result in termination of employment. A positive test result will result in disciplinary action up to and including termination, even for the first violation of this policy.

As a condition of employment with the City of West Lafayette, employees shall:

- (i) abide by the terms of the City's Drug Free Workplace Policy; and
- (ii) notify the Human Resources Director or the employee's department head of any criminal drug or alcohol statute conviction or guilty plea for a violation occurring in the workplace, during work hours or while operating or occupying a City vehicle or while operating any other vehicle while on City business no later than five (5) days after the conviction or guilty plea.

The City provides a confidential Employee Assistance Program ("EAP") for employees who desire counseling and/or rehabilitation services. Information regarding the City's EAP is available from the Human Resources Director.

City employees who are required to hold a commercial driver's license ("CDL") because of work they may be required to perform as City employees are subject to additional requirements mandated by the U.S. Department of Transportation. A separate policy addresses these additional requirements and will be provided to employees who hold CDLs.

34.00 DISCIPLINARY ACTION

34.01 POLICY

It shall be the duty of all employees to maintain high standards of cooperation, efficiency, economy and ethics in their work for the City of West Lafayette. The department head and/or supervisor shall organize and direct the work of his/her units to achieve these objectives.

Behavior which falls below these standards may subject the employee to disciplinary action. Disciplinary action includes verbal or written reprimand, days off or termination as determined by the supervisor and/or department head.

All written records regarding disciplinary action will be maintained in the employee's file within the department and in Human Resources. The employee shall have the right to review his/her own records during normal work hours at a mutually agreeable time.

In order to protect the employee's privacy, all written records shall be kept confidential, except as prescribed by law, and shall be accessible only to those in the direct chain of command, the Human Resources Director or others with a specific legal right to the information.

34.02 PROCEDURE

Whenever an employee's work habits, attitude, production or personal conduct falls below the prescribed standard, the department head or supervisor shall point out the deficiencies within a reasonable time after they are observed and remind the employee of the City's acceptable level of performance. A reasonable time to correct the deficiencies may be provided before disciplinary action is taken, depending on the severity of the deficiency.

Oral and written warnings may precede other disciplinary action depending on the severity of the deficiency. However, some incidents warrant immediate formal disciplinary action. The above shall not prohibit immediate formal disciplinary action, including discharge, whenever the interest of the City requires such action.

34.03 GROUNDS FOR DISCIPLINARY ACTION (including immediate termination):

- a. Actions which discredit the City of West Lafayette or hinder the function of City government may result in discipline up to and including termination. Examples of this include, but are not limited to: unacceptable work performance, such as failure to follow operational procedures or other misconduct, inefficiency, neglect of duties, incompetence, insubordination, laziness, sleeping on the job or malfeasance;
- b. providing false or misleading information on the employment application or other employment record, including but not limited to time-keeping records;
- c. falsifying City documents or documents that an employee provides to the City;
- d. courtesy to citizens or persons doing business with the City;
- e. unauthorized possession of firearms, knives, weapons, explosives and other dangerous or hazardous substances during work hours whether on or off City premises;
- f. violation of the City's attendance policy;
- g. reporting to work under the influence of alcohol or other intoxicants, illegal substances or drugs not prescribed by a practicing physician or dentist, or the use, possession, distribution, transfer or trafficking of these substances on the job, job site or during working hours, including when on break, whether on or off City premises or other violation of the City's Drug Free Workplace Policy;
- h. willful, reckless or careless misuse or abuse of City property;
- i. pleading guilty or no contest to a crime or being convicted of a crime while employed by the City that is reasonably related to City business, that occurs on City premises or that involves a City vehicle, including but not limited to driving under the influence or moving traffic violations, such as reckless driving or speeding while operating a City vehicle or while on City business;
- j. theft or other removal of City property without authorization;
- k. removal of articles of value without authorization of a property owner while performing City services;
- l. verbal or physical assault by an employee on other City employees or citizens, including but not limited to threatening, intimidating, or harassing fellow employees or members of the public or other disorderly conduct that is a hindrance to the function of City services;
- m. verbally or physically refusing to perform assigned or directed work responsibilities;
- n. behavior which disrupts the work of others or which in any way contributes to a disharmonious or hostile work environment;
- o. engaging in or condoning racial, sexual or other harassment in the workplace or other violation of the City's Equal Employment Opportunity policy.
- p. excessive use of telephone, e-mail or internet for personal reasons or otherwise conducting personal business during work hours ;
- q. failure to work safely, including but not limited to failure to wear required personal protective equipment or other violations of the Safety Policy listed in this Personal Manual;
- r. working carelessly or otherwise not following safety procedures that result in personal injury to co-workers or damage to City property
- s. failure to follow any other policy listed in this Personnel Manual.

In addition to the above list of actions, the Street and Sanitation Department and the Wastewater Treatment Utility employees have

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

additional "Uniform Rules and Regulations" which they are informed of and must abide by. Additionally, Street and Sanitation Department employees have separate Operational Procedures which they are also informed of and must abide by. (See Appendices 4 and 5.) Neither the above listing nor the separate appendices governing Wastewater Treatment Utility and Street and Sanitation departments is an exclusive listing of all grounds for discipline and/or immediate termination.

35.00 EMPLOYEE CONFERENCES

Employee conferences shall be conducted and documented on at least an annual basis by the department head. At that time, discussions will focus on job performance and goals. Both the supervisor and the employee shall sign the document reflecting the conference. The signature only verifies the accuracy of the written description of the discussion and does not necessarily indicate agreement with the review. The original document shall be maintained in the Human Resources Department and shall only be viewed by the employee's immediate supervisor, department head and Mayor. If the employee is a Clerk-Treasurer's office employee, then the documentation of the employee conference shall only be viewed by the Clerk-Treasurer.

36.00 SEPARATION

36.01 RESIGNATION

To resign in good standing, any employee should give at least fourteen (14) calendar days prior notice in writing to his/her supervisor. If an employee fails to give at least fourteen (14) days notice, he/she will not be entitled to paid accrued vacation or sick leave upon resignation.

36.02 IMPLIED RESIGNATION

An employee who without valid reason fails to report to work or make contact with his/her department head for three (3) consecutive working days without authorization shall be considered as having resigned.

36.03 LAY-OFF

Any involuntary separation other than for disciplinary reasons shall be considered a lay-off.

A. When, for any reason, it becomes necessary to reduce the workforce in West Lafayette, employees shall be laid off on the basis of the requirements as determined by department heads and the appropriate board.

B. Regular employees to be laid off shall be notified in writing by the supervisor at least fourteen (14) calendar days prior to the effective date of lay-off if feasible.

36.04 TERMINATION

Employees who have resigned, been discharged, or who have retired will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner.

All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee chooses. The employee will be notified in writing regarding benefits that may be continued and of the terms, conditions, and limitations of such continuance. An employee's termination date shall be the last day actually worked. An employee's termination date may not be extended to include accrued and/or unused paid or unpaid time off (e.g., sick days).

36.05 DEATH

When a regular employee dies, his/her estate shall be eligible to receive the earned salary and accrued vacation, payment for

compensatory time, accrued clothing allowance, life insurance and sick leave due at the next pay period.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 1

COMPENSATORY TIME OFF AGREEMENT

Effective April 15, 1986, exempt and non-exempt employees may receive compensatory time off in lieu of monetary overtime compensation in accordance with Section 7(o) of the Fair Labor Standards Act ("FLSA"), and the terms of this Agreement. This Agreement is an express condition of employment. The compensatory time received may be preserved, used or cashed out consistent with §7(o) of the FLSA. Compensatory time off for non-exempt employees required to work beyond forty (40) hours per week, will be earned at the rate of one and one-half (1-1/2) times for each hour actually worked over forty (40) hours in an established workweek. Exempt employees will earn compensatory time on an hour-for-hour basis for each hour actually worked over forty (40) hours in a workweek. This Agreement does not apply to elected officials and, unless compensatory time is authorized by the Mayor in writing, does not apply to department heads.

Exempt and non-exempt employees may accumulate up to 240 hours of compensatory time off. Exempt employees may not exceed, nor will they be compensated for additional hours in excess of the 240 hour maximum. Non-exempt employees will receive monetary compensation at one and one-half (1 ½) times their regular pay rate at the time of payment for any additional overtime hours. A department head or elected official can elect to pay off all or a portion of the accrued compensatory time anytime during the calendar year. In order to earn compensatory time off, exempt and non-exempt employees must keep daily service records.

Holiday, jury duty, and military leaves will be considered hours worked for the computation of compensatory time. However, the maximum hours of work credited per day cannot exceed the hours in an employee's regularly scheduled workday. Other absences, including vacation, sick leave, personal days, bereavement leave, or any other leave of absence shall not be considered hours worked for the computation of compensatory time off. Accrued vacation and sick leave cannot be converted to compensatory time off.

You may use earned compensatory time off with the approval of your supervisor. Your request for compensatory time off will be granted within a reasonable period, unless the requested time off would unduly disrupt operations. You will receive compensation based on your regular pay rate in effect when the compensatory time off is actually taken.

The City of West Lafayette may elect to substitute monetary overtime for earned compensatory time off, either at the time overtime is actually worked or in any later period. Monetary overtime compensation will be based on your regular pay rate at the time of payment.

The City of West Lafayette may also elect to apply earned compensatory time off to hours you have missed due to personal absence, short workweeks, layoffs, or leaves of absence, including medical leaves if not covered by paid sick days, disability pay, etc., but excluding leave under the Family and Medical Leave Act. In periods of slack work, it may be necessary to schedule time off, to which earned compensatory time off will be applied.

In the event you leave employment for any reason, you will be paid for earned compensatory time off at your final regular rate of pay, or your average rate during the last three years of employment, whichever is higher.

This Agreement is intended only to set forth our understanding concerning your compensatory time and overtime compensation; it

does not constitute an employment agreement or an employment contract. Either you or the City of West Lafayette may terminate your employment at any time and for any lawful reason. In such case, final compensation will be provided for all work actually performed on or before the next regular pay date following termination.

The City of West Lafayette will presume your agreement with and understanding of this condition of employment unless you express your unwillingness to accept compensatory time off in lieu of overtime compensation to the Human Resources Director.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 2

AFFIRMATIVE ACTION POLICIES & PRACTICES

The employment policies and practices of the City of West Lafayette, Indiana are to recruit and to hire employees without discrimination because of race, religion, color, sex, age, marital status, familial status, national origin, ancestry, handicaps, disabilities and disadvantages unrelated to job requirements and to treat employees equally with respect to compensation and opportunities for advancement, including upgrading, training, promotion, and transfer.

The City will ensure that criteria for all personnel actions, including recruitment, hiring, promotion, granting of tenure, compensation, employee benefits, transfer, demotion, layoff, return from lay-off, discipline, termination and all other terms, conditions and privileges of employment are job-related.

The City adopts these policies and practices to assure compliance with Executive Order 11246, and to reaffirm its continued commitment to a program of equal opportunity and merit employment policies. It agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all its citizens without regard to race, religion, color, sex, marital status, familial status, national origin, ancestry, handicaps, disabilities or disadvantages unrelated to job requirements.

This City further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the City and to strive for advancement on this basis.

Assignment of Responsibilities

The Mayor will have the overall authority and responsibility for enforcement of the Affirmative Action Program. The Mayor hereby assigns responsibility for coordination and implementation of the Affirmative Action Program to the City's Human Resources Director.

Dissemination of Policy

The Human Resources Director will take appropriate steps to ensure that all employees are advised of this policy of nondiscrimination and of its interest in actively and affirmatively providing equal employment opportunity, such as:

1. The Human Resources Director will advise all department heads and any others in a position to implement this policy, including those engaged in recruiting, training and other personnel activities, of their responsibilities with respect to this Affirmative Action Program as set forth in "Duties of Department Heads" below.
2. The Human Resources Director will make a copy of the Affirmative Action Program available to all employees to ensure the program is known.
3. The Human Resources Director will send written notification of the City's Affirmative Action Program to all contractors, subcontractors, vendors and suppliers.

Additional duties of Human Resources Director:

1. The Human Resources Director will establish a system of communication and feedback within all departments to assure application of the policy throughout the entire City that:
 - (a) measures the effectiveness of the City's Program;
 - (b) determines the degree to which Affirmative Action objectives are met; and,
 - (c) identifies the need for remedial action.
2. The Human Resources Director will periodically advise all department heads and supervisors in writing of the importance of providing full and complete equal employment opportunity on all jobs and all phases of work.
3. The Human Resources Director will implement affirmative action policies in recruitment, hiring and employment by communicating policies internally and developing programs to achieve affirmative action objectives; and,
4. The Human Resources Director will direct a review by department of recruitment, hiring and employment procedures and goals annually in order to monitor program effectiveness and to determine where progress has been made and where further action is needed.

Duties of Department Heads:

The head of each department shall:

1. Report all pertinent affirmative action data and progress including but not limited to departmental procedures regarding affirmative action, information regarding the employment of minorities and women by the department, pertinent personnel actions of the department as well as anticipated future action to the Human Resources Director annually;
2. Assist in the identification of problem areas and in formulating solutions; and,
3. Provide the Human Resources Director with information to assist with assessing the effectiveness of the City's Affirmative Action Program and determining whether the goals of the Affirmative Action Program are being met.

Recruitment

The City will seek qualified women and minority group applicants for the various job categories and will make particular efforts to increase women and minority group representation in occupations at the higher levels of skill and responsibility.

1. All schools, colleges, employment offices, and other recruiting sources used by the City will be advised in writing of this policy, and will be urged to refer qualified women and minority groups applicants.
2. Where appropriate, employment advertisements will be placed in newspapers which are widely read by, and devoted to the interests of, women and minority groups. In addition, the City will request appropriate minority group agencies to assist in making known the City's policy and will advise such groups of available employment opportunities. It will also encourage similar employment referrals from present employees.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

3. Special efforts will be made to assist qualified women and minority applicants in obtaining employment in city government.
4. The Human Resources Director will analyze current recruiting methods and revise those methods which reflect any discriminatory practice.
5. The Human Resources Director will review and update its recruiting methods annually to insure the methods do not reflect any discriminatory practice.
6. The Human Resources Director will conduct annual analysis of job descriptions to ensure they accurately reflect job functions.

Hiring:

- The Human Resources Director and each department, agency, board or commission of the City involved in hiring employees shall:
1. Review hiring decisions of the last five (5) years and revise those hiring procedures which reflect any discriminatory practice;
 2. If necessary, set remedial goals for hiring qualified minorities and women within each job category of the department, agency, board or commission in order to measure its progress in eliminating any under representation of minorities and women, as follows:
 - (a) Jobs which do not require special skills. The goals for job categories which do not require special skills shall be in proportion to the overall percentage of minorities and women within the area work force;
 - (b) Jobs which require special skills. The goals for job categories which require special skills shall be in proportion to the overall percentage of minorities and women within the area work force who have the educational and experience requirements for the job category; and
 3. Review and reevaluate its hiring procedures, decisions and goals annually by January 31 in order to insure that they do not reflect any discriminatory practice and in order to measure its progress in eliminating any under representation of minorities and women, as follows:
 - (a) Review hiring decisions of the year and revise those hiring procedures which reflect any discriminatory practice;
 - (b) Review hiring decisions in light of the remedial goals established for the year and report progress in eliminating the under representation of minorities and women or lack thereof to the Mayor, including any reasons why despite good faith efforts the department, agency, board or commission was unable to meet its goals for the year;
 - (c) Reevaluate remedial goals established for each job category to insure that the goals are realistic in relation to the number of qualified minorities and women in the area work force and to insure that the goals are being used as guidelines rather than as quotas which must be met; and
 - (d) Discontinue the remedial goal for a particular job category when the under representation of minorities and women is eliminated in that category.

Placement and Promotion

1. The Human Resources Director will review job categories where few minority group persons are presently employed, and seek to determine the cause of such low minority representation. When necessary, remedial efforts may include such actions as the following:
 - (a) Actively encouraging the promotion of minorities and women to positions for which they are qualified;
 - (b) Posting promotional opportunities;

(c) Special discussions with appropriate management, supervisory, or other personnel, regarding the City's policy and its desire to ensure the utilization of qualified women and minority group personnel at all job levels; and,

(d) Re-evaluation of qualifications of the lower echelon of women and minority group employees to determine whether their skills and capabilities may be more fully utilized at higher job levels or would warrant their transfer to other types of jobs more readily leading to advancement.

2. Promotions will be made entirely on the basis of performance and achievement without regard to race, religion, color, sex, age, marital status, familial status, national origin, ancestry, handicaps, disabilities or disadvantages unrelated to job requirements. All employees will have an equal opportunity to compete and produce.
3. Transfers of personnel at all levels will be monitored to ensure that equal consideration, as required by the City policy, has been given to qualified minority group employees.

Training

In-house and on-the-job training programs, as well as all other training and educational programs to which the City gives support or sponsorship, will be regularly reviewed to ensure that minority group candidates as well as all other employees are given equal opportunity to participate.

Layoffs, Termination, and Downgrading

The City will ensure that layoffs, terminations, downgrading and recalls from layoffs are made without regard to race, religion, color, sex, age, marital status, familial status, national origin, ancestry, handicaps, disabilities or disadvantages unrelated to job requirements.

If possible, all City employees will be notified in advance of any general layoff, termination and/or downgrading. The reason for any general layoff, termination and/or downgrading will be clearly stated.

Other Activities

1. The City will review personnel actions of the past five years, including but not limited to actions related to employee promotions, raises, benefits, transfers, layoffs, returns from layoffs, and training or educational programs, and revise those personnel procedures which reflect any discriminatory practice.
2. The City will insure that there is no disparity in the compensation received by minority group employees and other employees for performing equivalent duties, and that opportunities for performing overtime work or otherwise earning increased compensation are afforded without discrimination to all employees.
3. It is the City's policy that none of its facilities will be segregated, and the same policy will be observed with respect to any employee programs or activities which are sponsored or supported by the City.
4. The City will participate in community service, educational and other programs which assist in providing equal opportunity to all persons without regard to race, religion, color, sex, age, marital status, familial status, national origin, handicaps, disabilities or disadvantages.
5. The City will assist others by sharing its experience and programs to provide full and equal employment opportunities.
6. The City will maintain records and resource files on its EEO programs. Continuous and on-going research will be conducted to develop and implement programs for equal employment

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

opportunities. Programs will be revised, updated and improved upon wherever possible.

7. The City will make every reasonable effort to engage qualified minority group Contractors for its projects. They will be invited to propose for work, and technical advice will be given for the preparation and submission of proposals and quotations, including purchase of materials and equipment. Contractors will be encouraged to increase minority group participation in the competitive market of their trades. Periodic reviews will be made to ensure that minority contractors are invited to propose and that assistance is offered to them.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 3

POLICY AGAINST HARASSMENT AND DISCRIMINATION

Policy

It is the policy of the City of West Lafayette that the following types of harassment and discrimination against employees and members of the public are prohibited and will not be tolerated: harassment and discrimination based on sex (with or without sexual conduct) race, color, religion, national origin, ancestry, age, handicap, disability, sexual orientation or protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process). Prohibited harassment and discrimination demean individual dignity and lower the productivity of the City's workforce in serving the public and is in violation of long-standing policy of the City. This policy covers prohibited harassment and discrimination by anyone in the workplace—supervisors, co-workers, and non-employees.

Responsibility

No employee of the City shall engage in harassment or discrimination based on sex (with or without sexual conduct) race, color, religion, national origin, ancestry, age, handicap, disability, sexual orientation or protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process). It is the special responsibility of department heads to ensure that this prohibited harassment or discrimination does not occur and to make it known that prohibited harassment and discrimination are not tolerated in their respective departments.

Employees are subject to this policy while on City premises or acting as City representatives on any occasion. This policy forbids prohibited harassment and discrimination of other employees or any members of the public or other persons with whom the employee has contact in the course of employment.

Prohibited Conduct

A. Discrimination and Harassment

Examples of harassment and discrimination based upon race, color, sex, religion, national origin, ancestry, age, handicap, disability, sexual orientation and protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process), may include but are not limited to:

1. A pattern of conduct which has the intent or effect of discomforting or humiliating that may include any of the following: (a) comments regarding sex, race, age, color, religion, national origin, ancestry, handicap, disability, sexual orientation and protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process), (b) questions, jokes or anecdotes regarding sex, race, age, color, religion, national origin, ancestry, handicap, disability, sexual orientation and protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process), (c) stereotyping based upon sex, race, color, religion, national origin, ancestry, age, handicap, disability or sexual orientation, or (d) remarks about sex, race, color, religion, national origin, ancestry, age, handicap, disability, sexual orientation and protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process).

2. Displays of materials, such as pictures, posters or cartoons, which have the effect of creating a hostile environment based upon sex, race, color, religion, national origin, ancestry, age, handicap, disability or sexual orientation.

3. Discrimination or unfair treatment because of sex, race, age, color, religion, national origin, ancestry, handicap, disability, sexual orientation and protected activity (such as, opposition to prohibited discrimination or participation in the statutory complaint process) in hiring, firing, pay promotion, benefits, working environment or any other job aspect or employment decision.

4. Sexual harassment is one type of sex discrimination. (See "B".) The existence of all types of prohibited harassment and discrimination, particularly the creation of a "hostile environment", is judged based upon the perception of a reasonable person, as well as the subjective perception of the victim. As an employee or a supervisor, you should be sensitive to whether any behavior is causing discomfort to another person, whether intended or not.

B. Sexual Harassment

Examples of sexual harassment include but are not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submitting to the conduct is an explicit or implicit condition of employment, promotion or advancement or avoiding adverse action or the receipt of City services; or
2. The conduct has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating or hostile or offensive environment for the individual's employment or receipt of City services.

The following are examples of conduct that may constitute sexual harassment:

- a. Physical assault.
 - b. Direct propositions of a sexual nature.
 - c. Direct or implied threats that submission to sexual advances will be a condition of employment, promotion, advancement or avoiding adverse action.
 - d. Unwelcome attention, which is reasonably perceived to be pressure for sexual activity, such as repeated and unwanted staring or comments with sexual overtones.
 - e. A pattern of conduct which has the intent or effect of discomforting or humiliating that includes any of the following: (1) comments of a sexual nature, (2) sexually explicit statements, questions, jokes or anecdotes, (3) gender stereotyping, (4) remarks about sexual activities, or (5) unnecessary touching, patting, hugging or brushing against a person's body.
 - f. Displays of sexual materials, such as pictures, posters or cartoons, which have the effect of creating a hostile environment.
- Amorous or sexual relationships, sexual activity of any kind and requests for sexual activity of any kind, even those that are allegedly "consenting", between any management employee and any person over whom he/she has any degree of power or authority, are prohibited.

Complaint Procedure

Employees, or members of the public in the case of discrimination in the provision of City services, are strongly encouraged to rely on this policy and the commitment of the City that prohibited harassment and discrimination will not be tolerated.

All employees or members of the public who believe that they have been harassed or discriminated against in any manner because of race, religion, color, sex (including sexual harassment), age, national origin, ancestry, handicap, disability, sexual orientation or protected activity are strongly encouraged to use this procedure. Additionally, all employees who believe that they

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

have been denied an Equal Employment Opportunity (i.e. hiring, firing, lay-off, pay, promotion, benefits, working atmosphere, and any other term, condition, or privilege of employment) in any manner because of race, religion, color, sex (including sexual harassment), age, national origin, ancestry, handicap, disability or sexual orientation are strongly encouraged to use this procedure. Employees or members of the public who believe that they have been discriminated against in violation of the Americans with Disabilities Act and employees who believe their rights under the Family and Medical Leave Act have been interfered with may also use this procedure.

If you are an employee and you believe you have been harassed or discriminated against as described in this policy, you should contact your supervisor as soon as possible. If you believe your supervisor is involved with or engaging in the harassment or discrimination, or if for any other reason you are uncomfortable talking to your supervisor, you may contact the City's Director of Human Resources, Diane Foster at 775-5108 or your department head.

All supervisors who receive complaints of harassment or discrimination or are otherwise aware of harassment or discrimination must immediately report the complaints of harassment or discrimination to the City's Human Resources Director, Diane Foster.

Complaints of harassment and discrimination may be brought by any employee as outlined above. Employees are encouraged to report harassment before it becomes severe or pervasive. The City is committed to preventing harassment and stopping it before it reaches this level.

Any member of the public may report prohibited harassment or discrimination to a department head or the Mayor.

All complaints by employees and members of the public regarding harassment and discrimination will be investigated promptly, thoroughly and impartially in accordance with the City's procedure. The City will protect the confidentiality of allegations of harassment and discrimination to the extent possible.

Employees or members of the public who make complaints of harassment or discrimination or provide information related to such complaints will be protected against retaliation. The City will not tolerate adverse treatment of employees or members of the public because they report harassment or discrimination or provide information related to such complaints.

Employees who feel that they have been harassed or discriminated against on the basis of race, religion, color, sex (including sexual harassment), age, national origin, ancestry, handicap, disability, or protected activity should also be aware that they have the right to file charges of unlawful harassment or discrimination with the EEOC or Indiana Civil Rights Commission. The deadline for filing a complaint of discrimination with the Indiana Civil Rights Commission is 180 days from the date of unlawful harassment or discrimination, and the deadline for filing a charge of discrimination with the EEOC is in some instances 180 days and in some instances 300 days from the date of unlawful harassment or discrimination, NOT from the date that the complaint to the employer is resolved. You should contact the Indiana Civil Rights Commission and the EEOC to ensure you meet the correct deadline. Although the City intends to fully, promptly and impartially investigate all complaints of harassment and discrimination, employees are not required to wait until the City has completed its investigation to file a charge of discrimination with the EEOC or Indiana Civil Rights Commission.

Employee Discipline

A person directly involved in prohibited harassment or discrimination as described in this policy will be subject to discipline up to and including termination. Any supervisor who knows or reasonably should know that prohibited harassment or discrimination is occurring and fails to act reasonably to halt or prevent the harassment or discrimination will be subject to discipline up to and including termination. All employees, and especially supervisory personnel, have a responsibility to assure that employees and members of the public are not subjected to prohibited harassment or discrimination of any nature by a City employee, including the existence of a "hostile environment."

Making charges of harassment or discrimination that are knowingly or intentionally false may be the basis for discipline.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 4

Street and Sanitation Department and Wastewater Treatment Utility Uniform Rules and Regulations

Except where otherwise indicated, the foregoing progressive disciplinary action for the following violations consist of the following steps:

- First Offense.....Written Reprimand
- Second Offense.....3-day Unpaid Suspension
- Third Offense.....Discharge

Reprimands and suspensions MAY precede other disciplinary action depending on the severity of the incident. The City has discretion, regardless of the discipline listed with these rules, to take other immediate formal disciplinary action, including discharge, for any rule or policy violation.

I. Vehicle Damage and/or Accidents

- A. Accidents determined to be attributable to the driver (as the direct result of recklessness, negligence, carelessness, or who openly displays a total disregard for the safe operation of the vehicle and its occupants) may result in the suspension of driving privileges pending further investigation. As a result of such actions, the driver may also be held financially responsible to reimburse the City for all associated costs for damages attributable to the incident.
- B. Failure to report all vehicular accidents immediately to the department head and to law enforcement as required by law including personal injury, and/or damage to equipment or vehicle:
 - Discharge

II. Equipment

- A. Failure to exercise proper care of City-owned vehicles, including but not limited to, failure to report mechanically defective condition of equipment, and failure to keep assigned vehicle clean and properly maintained.
- B. The following conduct will result in discharge:
 - # Unauthorized use of equipment;
 - # Willfully tampering with equipment;
 - # Willful damage to equipment;
 - # Unauthorized modification or alteration of equipment, such as removal of safety guards or devices;
 - # Negligent or careless loading, unloading, checking, or handling, resulting in damage to or loss of equipment or property.

C. Improper use of radio

D. Misuse or loss of city issued personal safety equipment

E. City Garage or City Tool Usage

Use of the City garage for work on personal vehicles is forbidden. The department head must approve personal use of City tools. If the department head approves personal use of City tools, tools must be signed out and returned the next morning.

III. Time Cards

- A. Punching another employee's time card or record; having one's time card or time record punched by another employee; or, altering a time card or time record for any reason:
 - Discharge

- B. Failure to clock in or out

IV. Conduct

- A. Employees shall not park in unauthorized areas (fire lanes, handicap, etc.).

- B. No employee shall be present upon City property outside of operational hours unless approved by the department head.
- C. Conviction of or guilty plea to a felony:
 - Discharge
- D. Arrest on a felony or misdemeanor charge that is related to job assignment, occurs on city property, or involves a City vehicle or property:
 - Indefinite Suspension Without Pay, Pending Acquittal;
 - Discharge Upon Conviction
- E. Use or possession of another employee's personal tools without his/her consent.
- F. Employees shall not post, remove, or alter notices or other documents on City premises without prior written approval from a department head.
- V. Reports
- A. Failure to make out required reports properly.
- B. Tampering with or falsification of reports or required samples:
 - Discharge

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 5

Operational Procedures for Street and Sanitation Employees

Operational Hours and Breaks

Operational hours are Monday thru Friday, 7:00 a.m. to 11:30 a.m. and 12:00 p.m. to 3:30 p.m. Lunch is from 11:30 a.m. to 12:00 p.m. Employees receive two (2) fifteen (15) minute breaks, one at 9:00 a.m. and one at 2:00 p.m. Should work schedules need to be altered, different break times must be approved by the supervisor.

Break Location:

There shall be no more than three (3) departmental vehicles at any one location during break time. If an employee's work site is at the department, the break must be taken at the work site unless another location is approved by the supervisor or department head.

Overtime

Must be approved and directed by the supervisor. Overtime will be calculated to the nearest ¼ hour (15 minutes).

Time Cards:

All work times must be recorded and time cards signed at the end of the work week. Employees must clock in 2 minutes prior to arrival at their work stations and clock out within 2 minutes of departure from their work stations.

Telephone

All employees are required to have a telephone at their residence for emergency communications.

Work Stoppage Due to Weather Conditions

Employees shall report to work regardless of weather conditions. If the weather conditions are unfit for work (temperature -5 degrees below, wind chill factor -15 degrees below or as the department head directs), at 10:00 a.m., the department head will inform employees of work requirements for the remainder of the work day. Employees may use available leave time to cover any absence due to weather conditions. Paid time off due to weather conditions must be approved by the Board of Works. Should a sanitation pick up be missed due to the weather, employees will be notified of the next pick up date.

Receipts & Purchases

All purchases must be previously approved by the department head and receipts must be obtained and signed by the person picking up purchases. Signatures must be readable.

Non-Smoking Work Facility

This department's buildings and work sites shall be tobacco and smoke free. Employees may smoke in outside designated areas only.

Uniforms

Denim pants (no shorts)

Safety vest provided by the City and/or bright orange shirts

Steel-toed boots

Materials Quality Control

Recyclables are not trash and shall not be treated as such but shall be treated as a product to be sold. Recyclables must meet a particular standard of quality. Employees shall be advised of these standards during training and shall meet these standards during the course of their employment. A copy of the standards is available in the department head's office.

Sanitation/Recycling Guidelines

Hazardous materials are not to be collected (i.e. liquid paint, flammables, and other toxic chemicals). Consult the office or department head via radio before collecting questionable hazardous materials if you have questions.

Trash containers must be returned to the curb as not to obstruct the mailbox or driveway. Do not throw.

Recyclable containers must be returned to the curb so as not to obstruct the mailbox or driveway. Do not throw.

Unauthorized removal of garbage (trash, recyclables, or other items) meant for disposal as provided by our service is prohibited. Yard waste is to be picked up on designated days only. Remove all foreign materials out of yard waste. (e.g., plastic bags)

Notify the office or department head immediately by radio from the location if any item cannot be collected in the sanitation and/or recycling vehicle and instructions will be given on how to handle or arrangements for a special item pick-up will be made.

W E S T L A F A Y E T T E P E R S O N N E L M A N U A L

APPENDIX 6

Permissible Deductions for Salaried Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and receive overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or, for unpaid disciplinary suspensions of one or more full days imposed in good faith pursuant to the City's disciplinary policies (§§ 31.00-31.03) or for violation of the Rules and Regulations or Operational Procedures set forth in Appendices 4 and 5 of this Personnel Manual. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance; or, for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

City Policy

It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, the City prohibits all supervisors and department heads from making any improper deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and that the City does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Director who shall in turn report it to the Clerk-Treasurer's Office.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

West Lafayette Police
Department Policy Manual
Policy Manual

Purdue Range Agreement June 2016.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

Police Officer Oath of Office.pdf

POLICE OFFICER'S OATH OF OFFICE

DEPARTMENT OF POLICE

West Lafayette, Indiana

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will faithfully discharge the duties of a Police officer of the City of West Lafayette, Indiana, to the best of my ability, so help me God.

Signed: _____

Subscribed and sworn to before me this _____ day of _____.

20____.

City Clerk-Treasurer

Attachment

West Lafayette Police
Department Policy Manual
Policy Manual

Tippecanoe County GRITT MOU.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

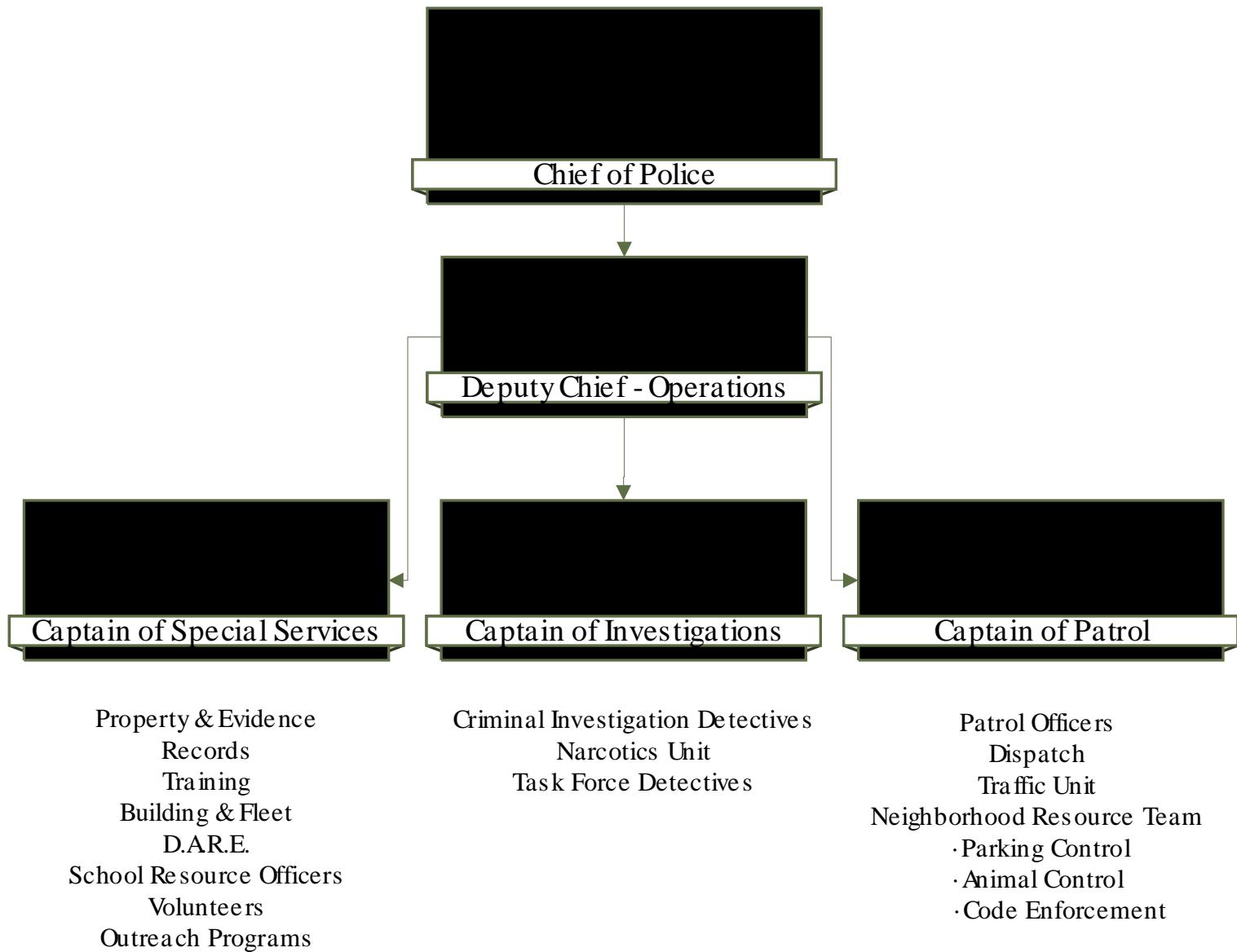
MOU with Tippecanoe County Health Department.pdf

West Lafayette Police
Department Policy Manual
Policy Manual

Revised Organizational Chart-no pics.pdf

WEST LAFAYETTE POLICE DEPARTMENT

Organizational Chart



West Lafayette Police Department Policy Manual

Policy Manual

INDEX

A

ACKNOWLEDGEMENTS

| | |
|---------------------------|-----|
| Evidence. | 474 |
| Policy manual. | 17 |
| Policy revisions. | 17 |

ADMINISTRATIVE INVESTIGATIONS

| | |
|---|-----|
| Criminal parallel. | 525 |
| OIS. | 129 |
| Racial or bias-based profiling. | 272 |
| Recorded media files. | 340 |
| Use of force. | 106 |
| Vehicle damage. | 445 |

ADMINISTRATIVE LEAVE

| | |
|-------------------------------|-----|
| Employee convictions. | 508 |
| Firearms. | 134 |

ADMISSIONS

| | |
|---------------------------|-----|
| Homeless persons. | 343 |
|---------------------------|-----|

| | |
|--------------------------|----------|
| ADULT ABUSE | 185 |
| Investigations. | 402 |
| Sexual Assault | 404, 404 |

AIRCRAFT

| | |
|--------------------|-----|
| Accidents. | 317 |
| Ambulance. | 347 |
| Pursuits. | 148 |
| Support. | 327 |

ALCOHOL

| | |
|----------------------|-----|
| Firearms. | 137 |
| Intoxicants. | 213 |
| Vehicle use. | 442 |

AMBER ALERTS

| | |
|-----------------------------|-----|
| AMMUNITION | 134 |
| Property packaging. | 473 |

AMMUNITION

| | |
|-------------------------------------|-----|
| Kinetic energy projectiles. | 117 |
|-------------------------------------|-----|

ANIMALS

| | |
|---------------------|----------|
| Canines. | 161 |
| Dangerous | 122, 139 |
| Euthanize. | 139 |
| Injured | 139, 377 |
| Service | 238, 250 |

APPOINTMENTS

| | |
|--|-----|
| Brady coordinator. | 417 |
| Canine coordinator. | 170 |
| Chief executive officer. | 13 |
| Custodian of records. | 481 |
| FTO coordinator. | 324 |
| Press information officer (PIO). | 222 |
| School crossing guard coordinator. | 392 |
| Vehicle maintenance supervisor. | 444 |

ARRESTS

| | |
|---|----------|
| Authority. | 11 |
| Child and dependent adult safety. | 247 |
| Consular notifications. | 492 |
| Control devices. | 113 |
| Diplomatic immunity. | 307 |
| Disabled persons. | 239 |
| Domestic or family violence. | 172 |
| First amendment assemblies. | 354 |
| Handcuffs and restraints | 109, 111 |
| Homeless persons. | 344 |
| Immigrants. | 315 |
| Juveniles. | 223 |
| Log. | 224 |
| Mass. | 352 |
| Mental health. | 303 |
| Seat belts. | 527 |
| Sick or injured person. | 346 |
| Summons. | 305 |
| Towed Vehicles. | 383 |

ARRESTS,

| | |
|-------------------|-----|
| Employee. | 508 |
|-------------------|-----|

ASSET FORFEITURE

AUDIO/VIDEO RECORDING

| | |
|-------------------------------------|-----|
| Body cameras. | 338 |
| Custodial Interrogation. | 402 |
| Mobile (MAV). | 332 |
| Public safety surveillance. | 244 |
| Racial profiling. | 272 |
| Review. | 334 |

AUDITS

| | |
|---------------------------------|-----|
| Informant files. | 411 |
| Information technology. | 215 |
| Petty cash. | 446 |
| Records. | 478 |

AUTHORITY

| | |
|---------------------------------|----------|
| Abuse of. | 343 |
| Canine handler | 163, 164 |
| Command. | 23 |
| Involuntary detentions. | 302 |
| Member. | 24 |
| Official. | 556 |
| Policy manual. | 15 |
| Use of force. | 101 |

AUTHORITY

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

AUTOMATED VEHICLE LOCATION TRACKING (AVL)

B

BACKGROUNDS

West Lafayette Police Department

Policy Manual

| | | | |
|---|----------|---|-----|
| Ride-alongs. | 284 | Sexual Assault. | 404 |
| BADGES, PATCHES AND IDENTIFICATION | | Transporting. | 527 |
| Administrative leave. | 524 | CITATIONS | |
| Prohibited use. | 540 | Diplomatic immunity. | 308 |
| Speech, expression and social networking. | 555 | MAV recording. | 334 |
| Temporary modified-duty assignment. | 552 | CIVIL | |
| While armed. | 134 | Disputes. | 359 |
| BADGES, PATCHES AND IDENTIFICATION | | Immigration hold. | 315 |
| conduct. | 210 | Subpoenas. | 226 |
| BARRICADE INCIDENTS | 289 | COMMAND STAFF | |
| BATONS | 114 | Conducted energy device. | 123 |
| BIAS CRIMES | 205 | Discriminatory harassment. | 190 |
| BICYCLES | | Petty cash audit. | 446 |
| Property storage. | 473 | Policy review. | 17 |
| BIOLOGICAL SAMPLES | | Protocol. | 23 |
| Evidence. | 476 | Work-related injuries. | 543 |
| Hazards. | 318 | COMMUNICABLE DISEASES | |
| Missing persons. | 197 | Custody. | 491 |
| Property packaging. | 473 | First responders. | 345 |
| BODY ARMOR | | Juvenile custody. | 495 |
| Suspects. | 132 | COMMUNICATIONS | |
| BODY PIERCING | 546 | Sexual Assault. | 404 |
| BOMBS | 293 | COMMUNICATIONS FOR PERSONS WITH | |
| Aircraft accidents. | 318 | DISABILITIES | 234 |
| Mobile Digital Terminal. | 337 | COMPUTERS | |
| Radios. | 295 | Digital evidence. | 403 |
| BRADY | 416 | DTBs. | 84 |
| BUSINESS CARDS | 551 | Email. | 86 |
| C | | Protected information. | 486 |
| C | 181 | CONDUCT | |
| CANINES | | Conflict of interest. | 548 |
| Pursuits | 152, 154 | Criminal. | 508 |
| CASH | | Discriminatory harassment. | 189 |
| Asset forfeiture. | 407 | MAV recordings. | 334 |
| Property packaging. | 473 | Prohibited speech, expression and social | |
| Unclaimed. | 475 | networking. | 555 |
| Vehicle Inventory. | 384 | Ride-alongs. | 284 |
| CHAPLAINS | 241 | Standards of conduct. | 212 |
| Ride-alongs. | 284 | CONDUCTED ENERGY DEVICE | 119 |
| CHIEF EXECUTIVE OFFICER | 13 | CONFIDENTIALITY | |
| CHILD AND DEPENDENT ADULT SAFETY | 247 | Adult abuse reports. | 188 |
| CHILDREN | | Child abuse reports. | 184 |
| Amber alerts. | 200 | Communicable disease information. | 519 |
| Child safety. | 247 | Crisis intervention incidents. | 301 |
| Domestic or family violence. | 171 | Custodian of records. | 481 |
| Drug endangered. | 183 | Discriminatory harassment. | 191 |
| Firearms. | 137 | Drug- and alcohol-free workplace. | 512 |
| Language assistance. | 237 | Firearm license. | 95 |
| Missing persons. | 194 | Informants. | 410 |
| Pursuits. | 149 | Media. | 223 |
| Safety. | 172 | Personnel records. | 532 |
| | | Protected information. | 485 |

West Lafayette Police Department

Policy Manual

| | | | |
|---|----------|---|----------|
| Radio broadcasts. | 336 | Safety | 172, 247 |
| Technology use. | 217 | DIPLOMATIC IMMUNITY | 308 |
| CONFLICT OF INTEREST | 548 | DISABLED | |
| CONTACTS AND TEMPORARY DETENTIONS | 328 | Communicating with the. | 234 |
| Warrant service. | 423 | Involuntary detentions training. | 304 |
| CONTROL DEVICES | | Pregnancy. | 553 |
| Decontamination. | 516 | DISCIPLINE | 208 |
| Pain compliance. | 103 | Records. | 531 |
| Training. | 313 | DISCLAIMER | 15 |
| COURT APPEARANCES | 225 | DISCRIMINATION | |
| COURT ORDERS | | Conduct. | 209 |
| Adult abuse. | 186 | Defined. | 189 |
| Canine controlled substance. | 169 | Racial or bias-based profiling. | 271 |
| Child abuse. | 181 | DISCRIMINATORY HARASSMENT | 189 |
| Child custody | 195, 247 | DOMESTIC OR FAMILY VIOLENCE | 171 |
| Civil disputes. | 360 | Member convictions. | 508 |
| Domestic or family violence. | 171 | DRIVING | |
| Juvenile informants. | 410 | Mobile Data Terminal. | 335 |
| Members. | 508 | Personal Communication Devices. | 438 |
| Property. | 476 | Pursuit tactics. | 147 |
| Source testing. | 518 | Safety. | 213 |
| Subpoena. | 225 | Seat belts. | 527 |
| Summons releases. | 305 | Severe use. | 439 |
| Video images. | 245 | DRUG AND ALCOHOL-FREE WORKPLACE | 510 |
| CRIME ANALYSIS | 461 | DUTY TO INTERCEDE | 101 |
| CRIME AND DISASTER SCENE INTEGRITY | 273 | | |
| CRISIS INTERVENTION INCIDENTS | 298 | | |
| CUSTODIAL INTERROGATIONS | | E | |
| Communications for persons with disabilities. | 238 | ELECTRONIC CIGARETTES | 520 |
| Limited English proficiency. | 233 | ELECTRONIC MAIL | 86 |
| CUSTODIAL SEARCHES | 498 | Personal communication devices. | 436 |
| CUSTODIAN OF RECORDS | | Personnel complaints. | 521 |
| Brady. | 417 | Privacy expectation. | 215 |
| Email. | 86 | Speech, expression and social networking. | 554 |
| OIS. | 224 | EMERGENCY OPERATIONS PLAN | 80 |
| D | | EMPLOYEE ASSISTANCE PROGRAM | 511 |
| DAILY TRAINING BULLETINS (DTBS) | 84 | ETHICS | |
| Training records. | 531 | authority. | 209 |
| DEATH | | EVIDENCE | |
| Investigations. | 230 | Bombs. | 297 |
| Traffic related. | 376 | Custodial searches. | 498 |
| DEBRIEFING | | Digital. | 403 |
| Crisis intervention incidents. | 300 | Personnel complaints. | 522 |
| Warrant service. | 423 | Public safety video surveillance. | 245 |
| DEPARTMENT-OWNED AND PERSONAL PROPERTY | 427 | Seizing recordings. | 342 |
| DEPENDENT ADULTS | | Use of force. | 103 |
| | | EXPLOSIONS | 296 |
| | | EXPOSURE CONTROL | |
| | | HAZMAT. | 286 |
| | | Property packaging. | 473 |
| | | EYEWITNESS IDENTIFICATION | 330 |

West Lafayette Police Department

Policy Manual

EYEWITNESS IDENTIFICATION

Field identification. 414

F

| | |
|--|-----|
| FIELD TRAINING OFFICERS | 320 |
| Conflict of interest. | 548 |
| FIREARMS | 131 |
| Conduct. | 213 |
| Destruction of animals. | 489 |
| Domestic or family violence convictions. | 508 |
| Involuntary detentions. | 304 |
| Personally owned. | 133 |
| Property packaging. | 473 |
| Property releases. | 475 |
| Seizure. | 171 |
| Vehicle maintenance. | 439 |
| FIRST AMENDMENT ASSEMBLIES | 350 |
| FITNESS FOR DUTY | |
| Temporary modified-duty assignments. | 552 |
| FOREIGN | |
| Country convictions. | 508 |
| Diplomatic and consular representatives. | 307 |
| Nationals. | 492 |
| FORMS | |
| U visa and T visa. | 316 |
| Use of force reports. | 104 |

G

| | |
|---|----------|
| GANGS | |
| Member affiliation. | 209 |
| Personal appearance standards | 545, 545 |
| GRIEVANCES | |
| Supervisor authority. | 16 |

H

| | |
|--------------------------------------|-----|
| HANDCUFFING AND RESTRAINTS | |
| Persons with disabilities. | 235 |
| HANDCUFFING AND RESTRAINTS | 108 |
| HAZARDOUS MATERIAL (HAZMAT) | |
| RESPONSE | 286 |
| Aircraft accidents. | 318 |
| Precautions. | 516 |
| Traffic. | 375 |
| Vehicle Inventory. | 384 |
| HIGH-VISIBILITY VESTS | 374 |
| HOMELESS PERSONS | 343 |
| HOSTAGE AND BARRICADE INCIDENTS | |
| | 289 |

| | |
|--|-----|
| Rapid response and deployment. | 311 |
| HOSTAGE SITUATIONS | 291 |

I

| | |
|---|----------|
| ILLNESS AND INJURY PREVENTION | 558 |
| IMMEDIATE DETENTIONS | 302 |
| IMMIGRATION VIOLATIONS | 314 |
| IMMUNIZATIONS | 517 |
| INFORMANTS | 410 |
| INFORMATION AND SUMMONS | |
| Traffic. | 385 |
| INFORMATION TECHNOLOGY | 215 |
| INFORMATION TECHNOLOGY USE | 215 |
| INSPECTIONS | |
| Firearms | 131, 136 |
| In camera. | 417 |
| Personal communication devices. | 436 |
| Technology use. | 217 |
| Vehicles. | 441 |
| INVESTIGATION AND PROSECUTION | 400 |
| INVOLUNTARY DETENTIONS | 302 |

J

| | |
|--------------------------------|-----|
| JURISDICTION | |
| Aircraft accidents. | 318 |
| AUTHORITY. | 11 |
| Consular notification. | 492 |
| Death notifications. | 231 |
| Emergency management. | 80 |
| Missing persons. | 194 |
| OIS. | 126 |
| Traffic accidents. | 375 |

K

| | |
|-------------------------------------|-----|
| KEYS | |
| Searches. | 178 |
| KINETIC ENERGY PROJECTILE | 116 |

L

| | |
|---------------------------------------|-----|
| LACTATION BREAKS | 534 |
| LAW ENFORCEMENT AUTHORITY | 11 |
| LIMITED ENGLISH PROFICIENCY | 232 |
| Immigration violations. | 314 |
| Interpreters. | 413 |
| LINE-OF-DUTY DEATHS | 559 |

West Lafayette Police Department

Policy Manual

M

MEDIA

| | |
|-----------------------------|-----|
| Aircraft accidents. | 319 |
| First amendment assemblies. | 355 |
| OIS. | 130 |
| Storage and integrity. | 334 |
| Storage and retention. | 245 |
| Warrant service. | 424 |

MEDICAL

| | |
|---|----------|
| Barricade situation. | 290 |
| Canine bites. | 165 |
| Child involuntary detention. | 183 |
| Domestic or family violence. | 172 |
| Examinations - Adult abuse. | 187 |
| Examinations - Child abuse. | 183 |
| Examinations - temporary modified-duty. | 552 |
| For canines. | 167 |
| HAZMAT exposure. | 286 |
| Illness and injury prevention. | 558 |
| Leave Act (FMLA). | 513 |
| Opioid overdoes. | 348 |
| Personnel-body cavity searches. | 500 |
| Releases | 105, 347 |
| Screening-custody-juveniles. | 495 |
| Treatment for OC spray. | 115 |
| Treatment for tear gas. | 114 |
| Treatment for work-related injury and illness | 542 |
| Use of medications on-duty. | 510 |

MEDICAL

| | |
|---------------------|-----|
| Aircraft accidents. | 317 |
|---------------------|-----|

MISSING PERSONS

| | |
|--|-----|
| | 194 |
|--|-----|

MOBILE AUDIO/VIDEO (MAV)

| | |
|---------------------------------|-----|
| Racial or bias-based profiling. | 272 |
|---------------------------------|-----|

MUTUAL AID

| | |
|---------------------------------------|-----|
| Emergency operations plan activation. | 80 |
| First amendment assemblies. | 353 |
| Interstate peace officer powers. | 12 |
| Warrant service. | 423 |

N

NOTIFICATIONS

| | |
|----------------------|-----|
| Adult abuse. | 185 |
| Aircraft accidents. | 318 |
| Biological evidence. | 476 |
| Bombs. | 296 |
| Brady. | 417 |
| Cash. | 447 |
| Child abuse. | 180 |
| Consular. | 492 |
| Death. | 231 |

| | |
|---|-----|
| Department of Child Services. | 180 |
| Impaired Driving. | 388 |
| Jail. | 109 |
| Member arrests, convictions and court orders. | 508 |
| Missing persons. | 197 |
| Operating while intoxicated. | 390 |
| Post-OC application. | 116 |
| Pregnancy. | 553 |
| Sexual Assault. | 404 |
| Traffic death. | 376 |
| Use of force. | 105 |

O

OATH OF OFFICE

OC SPRAY

| | |
|-------------------------------------|-----|
| Animals. | 139 |
| Conducted energy device deployment. | 120 |
| Decontamination. | 110 |

OFFICER SAFETY

| | |
|-------------------------------------|-----|
| Asset forfeiture. | 408 |
| Body armor. | 529 |
| Canine deployment. | 163 |
| Conducted energy devices. | 120 |
| Contacts and temporary detentions. | 328 |
| Crime and disaster scene integrity. | 273 |
| Crisis intervention incidents. | 299 |
| Custodial searches. | 498 |
| Domestic or family violence. | 171 |
| Emergency assistance. | 158 |
| Emergency responses. | 158 |
| Firearm confiscation. | 127 |
| Foot pursuits. | 154 |
| Handcuffing and restraints. | 108 |
| Informants. | 411 |
| Involuntary detentions. | 303 |
| Pat-down searches. | 329 |
| Personal appearance standards. | 544 |
| Personal communication devices. | 436 |
| Portable audio/video recorders. | 339 |
| Search and seizure. | 178 |
| Seat belts. | 527 |
| Vehicle pursuits. | 141 |
| Warrant service. | 419 |

OFFICER-INVOLVED SHOOTING (OIS)

OPERATING UNDER THE INFLUENCE

| | |
|---|-----|
| ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY | 22 |
| OUTSIDE AGENCY ASSISTANCE | 227 |
| OUTSIDE EMPLOYMENT | 540 |
| OVERTIME | 536 |

West Lafayette Police Department

Policy Manual

P

| | |
|---|----------|
| PARKING | 442 |
| PATROL | 269 |
| PEACE OFFICER POWERS | 11 |
| PERFORMANCE EVALUATIONS | |
| Conflict of interest. | 548 |
| Field training. | 326 |
| PERSONAL APPEARANCE STANDARDS . | 544 |
| PERSONAL COMMUNICATION DEVICES | 436 |
| PERSONAL PROTECTIVE EQUIPMENT . | 458 |
| PERSONNEL COMPLAINTS | |
| Brady. | 417 |
| Disabled persons | 235, 239 |
| MAV recordings. | 334 |
| PERSONNEL RECORDS | 531 |
| PHOTOGRAPHS | |
| Photo lineup. | 414 |
| POLICY MANUAL | 15 |
| PORTABLE AUDIO/VIDEO RECORDERS . | 338 |
| PREGNANCY | |
| CUSTODY. | 491 |
| Juveniles. | 496 |
| Use of restraints. | 109 |
| PRIVACY EXPECTATIONS | |
| Audio/video recordings. | 338 |
| Email | 86, 86 |
| Mobile Data Terminal. | 335 |
| Personal communication devices. | 436 |
| Speech, expression and social networking. | 556 |
| Technology use. | 215 |
| Vehicles. | 441 |
| PROPERTY BUREAU | |
| Canine controlled substances. | 169 |
| PROTECTED INFORMATION | |
| Ride-alongs. | 284 |
| PROTECTIVE CUSTODY | |
| Children. | 181 |
| Dependent adults. | 186 |
| PUBLIC ALERTS | 200 |
| PUBLIC RECORD REQUEST | 481 |
| PUBLIC RECORDING OF LAW ENFORCEMENT | |
| ACTIVITY | 341 |
| PUBLIC SAFETY VIDEO SURVEILLANCE | 244 |
| PURSUITS | |
| Foot. | 154 |
| Vehicle. | 141 |

R

| | |
|------------------------------------|-----|
| RACIAL OR BIAS-BASED PROFILING . . | 271 |
|------------------------------------|-----|

RANGEMASTER

| | |
|-------------------------|-----|
| Firearms. | 131 |
| Inspections. | 131 |
| Qualifications. | 137 |

RAPID RESPONSE AND DEPLOYMENT .

311

RECORDS BUREAU

| | |
|--------------------------|-----|
| Missing persons. | 197 |
|--------------------------|-----|

RECORDS RELEASE

| | |
|---|----------|
| Adult abuse. | 188 |
| Media. | 224 |
| OIS | 223, 224 |
| Public safety video surveillance. | 245 |

REPORTING OF ARRESTS, CONVICTIONS AND COURT ORDERS

508

RETALIATION

189

REVIEWS

| | |
|------------------------------------|----------|
| Discriminatory harassment. | 193 |
| Emergency operations plan. | 81 |
| Information technology. | 217 |
| MAV recordings | 272, 334 |
| Policy manual. | 17 |
| Post pursuit. | 152 |
| Reports. | 221 |
| Training plan. | 82 |
| Unclaimed money - annual. | 475 |
| Use of force. | 106 |
| Vehicle pursuits - annual. | 151 |

RIDE-ALONGS

283

S

SAFE HAVEN LAW

182

SAFETY

| | |
|---|-----|
| Bomb calls. | 293 |
| Canine. | 441 |
| Conduct. | 213 |
| Defective vehicles. | 439 |
| Drug- and alcohol-free workplace. | 510 |
| Firearms. | 136 |
| First responder. | 273 |
| Hazardous material response. | 286 |
| Inspections (vehicle). | 439 |
| Media relations. | 222 |
| Occupational. | 558 |
| Personal protective equipment. | 458 |
| Release of protected information. | 486 |
| Shotguns. | 131 |
| Speech, expression and social networking. | 554 |
| Unlawful or conflicting orders. | 207 |

SAFETY EQUIPMENT

| | |
|---------------------|-----|
| Body armor. | 529 |
| Chaplains. | 242 |

West Lafayette Police Department

Policy Manual

| | | | |
|--|-----|---|----------|
| First amendment assemblies. | 352 | Child abuse. | 184 |
| Hazardous material response. | 288 | Communicable disease. | 519 |
| High-visibility vests. | 374 | Conducted energy device. | 123 |
| Seat belts. | 527 | Control devices. | 118 |
| SCHOOL CROSSING GUARDS | 392 | Crisis intervention incidents. | 301 |
| SCHOOL RESOURCE OFFICERS | 362 | Discriminatory harassment. | 193 |
| SEARCH WARRANTS | 419 | Emergency operations plan. | 81 |
| SEARCHES | 177 | Firearms. | 137 |
| Administrative. | 524 | Involuntary detentions. | 304 |
| Body cavity. | 500 | Negotiation team. | 281 |
| Custodial. | 498 | Open Records Request Response. | 484 |
| Dead bodies. | 231 | Opioid medication. | 349 |
| Pat-down. | 329 | Persons with disabilities | 240, 240 |
| Police Vehicle Inspections. | 441 | Pursuits. | 153 |
| Strip. | 499 | Racial or bias-based profiling. | 272 |
| SEAT BELTS | 527 | Rapid response and deployment. | 313 |
| SECONDARY TO USE OF FORCE | | Use of Force. | 107 |
| Deadly force. | 103 | Warrant service. | 424 |
| SEXUAL ASSAULT | 404 | | |
| SEXUAL HARASSMENT | 190 | | |
| SICK LEAVE | 513 | | |
| SMOKING AND TOBACCO USE | 520 | | |
| SOCIAL MEDIA | 218 | | |
| Media relations. | 355 | | |
| Speech, expression and social networking. | 554 | | |
| SPEECH, EXPRESSION AND SOCIAL NETWORKING | 554 | | |
| STANDARDS OF CONDUCT | 207 | | |
| SUBPOENAS | 225 | | |
| SUMMONS | 305 | | |
| Evaluation criteria. | 372 | | |
| Traffic. | 372 | | |
| SUPERVISION STAFFING LEVELS | 88 | | |
| SUSPICIOUS ACTIVITY REPORTING | 357 | | |
| T | | | |
| TAKE-HOME VEHICLES | 443 | VEHICLE MAINTENANCE | 439 |
| TATTOOS | 545 | VEHICLES | |
| TEAR GAS | 114 | Inventory. | 384 |
| TECHNOLOGY USE | 215 | Pursuits. | 141 |
| TEMPORARY CUSTODY | | Towing. | 382 |
| Adults. | 491 | VICTIMS | |
| Juveniles. | 494 | Compensation and rights. | 204 |
| TEMPORARY MODIFIED-DUTY | | | |
| ASSIGNMENTS | 552 | W | |
| TRAFFIC | 371 | | |
| Accidents. | 375 | WARNINGS | |
| Citations. | 385 | Canine. | 165 |
| TRAINING | | Shots. | 139 |
| Adult abuse. | 188 | Traffic. | 372 |
| Canine. | 168 | WARRANT SERVICE | 419 |
| | | WATCH COMMANDERS | 331 |
| | | WORK-RELATED INJURY AND ILLNESS REPORTING | 542 |