

<b>Kent PD</b>	<b>WASPC</b>	<b>Title</b>
<b>#7.20</b>	<b>#7.2</b>	<b>Natural and Man-Made Disasters</b>

### **Emergency Management**

Pursuant to Chapter 9.01 of the Kent City Code, a City of Kent Emergency Management Division (EMD) is created, the Director of which, is appointed by the Mayor. The duties of Director of the city's EMD are presently delegated to the Fire Chief. The EMD is comprised of officials and representatives of all major city departments who respond to the City's Emergency Coordination Center (ECC) upon an emergency proclamation by the EMD Director.

### **Planning, Preparedness, Action Plan**

The City of Kent Comprehensive Emergency Management Plan (CEMP) has been developed by the EMD. The EMD is responsible for the city's disaster planning and preparedness, and the CEMP serves as a guide for action in during natural and man-made disaster response. The EMD also coordinates with County and State representatives to develop our regional disaster plans.

### **Emergency Command Centers (ECC)**

The primary ECC is located at Fire Station 74, located at 24611 116th Ave S.E. The secondary ECC is the Mobile Command Unit stationed as close as practical to the primary ECC. The ECCs have standby power.

### **Initial Patrol Division Disaster Response**

In the event of a disaster, the highest ranking on-duty patrol division supervisor is responsible for control of initial patrol response, coordination with Kent Fire's Incident Commander, and notification of the patrol division's Command Duty Officer (CDO). The on-duty patrol supervisor responsible for initial patrol response and coordination with the Kent Fire Department will be formally relieved of that responsibility upon arrival and briefing of the CDO or higher commander. This briefing will normally occur in person.

### **Departmental Response**

As directed by the "Basic Plan" section of the City's CEMP, the Kent Police Department's Support Services, Investigations, and Patrol divisions assume certain responsibilities in the event of activation of an ECC in response to a disaster.

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### **Communications**

The Fire Department's Incident Commander initially directs communications. Upon activation of the ECC, communications will be through the 800 MHz radio system coordinated consistent with the City's CEMP.

### **Incident Command Posts**

The decision to initiate an incident command post will occur once the on-scene supervisory authority initiates the Incident Command System (ICS). Command posts are temporary and should be conveniently located to the incident (i.e. vehicle or building).

### **Unity of Command/Chain of Command**

Initial assessment for disaster response rests with the Kent Fire Department Incident Commander and will be coordinated with the highest ranking on-duty supervisor from the patrol division. Once an initial command post is established and/or the (ECC) is activated, the following depicts the command structure utilized within the police department:

1. EMD Director/Kent Fire Chief
2. Kent Police ECC Commander
3. Kent Fire and/or Police Department Incident Commander
4. Kent Police Command Duty Officer (CDO)
5. Kent Police Sergeants
6. Kent Police Personnel

### **Use of Outside Agencies**

Coordinating requests for and management of mutual aid services with other municipal, county, state, federal, military, and disaster relief organizations, will be conducted from the ECC.

### **Incident Command System (ICS)**

Organizational behavior of the EMD will adhere to the ICS model as published by

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the National Interagency Incident Management System (NIMS). ICS, as an incident command model, clearly designates an incident commander and provides certain personnel to the Incident Commander.

### **Casualty/Public Media Information**

If the ECC is established, a Joint Information Center (JIC) will be established and it will be the exclusive media point of contact for media personnel. All casualty information will be disseminated from the ECC by the Public Information Officer (PIO). If the ECC is not in use, all inquiries will go through the ICS and the PIO will be the media contact. In cases of disaster, the public information function will emanate from the ECC under the direction of the EMD Director.

### **Public Facility Security**

In the event of a disaster, security of public facilities will be determined by the Incident Commander. It is intended that commissioned personnel will normally provide initial security until facility staff can assume that function.

### **Traffic Control**

The scope of certain disasters will dictate whether traffic control is an essential function and the priority at which it will be addressed. In circumstances where impact is limited in geographic area, traffic control functions will be coordinated by police personnel and may require support from the City's Traffic Engineering Department and/or requests for mutual aid from other police agencies.

### **Equipment Requirements**

In the event of an unusual occurrence or disaster requiring strict control of routinely utilized equipment by police personnel (radios, vehicles, etc.), the CDO will assign a police employee to the logistics function to inventory, issue, and re-supply this equipment. The need to employ additional specialized equipment maintained outside of the patrol division or to procure new equipment will be directed by the CDO to the employee(s) performing the property control function.

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### **De-Escalation Procedures**

Once the situation is stabilized, the CDO will assess manpower requirements and will relieve employees from assignment as appropriate.

### **Demobilization**

Specific duties necessary to demobilize the police element will be directed by the Police Department Commander or designee located at the ECC.

### **After-Action Reports**

After-Action reports will be written by the incident commander and forwarded through the chain of command to the Chief.

### **Transportation**

In the event of a disaster requiring consideration of evacuation, mass transportation, or alternate transportation modes, the City of Kent's Emergency Management Division will assess, through the ECC, the need for and coordination of various modes of transportation and their routes (See CEMP, Annex N).

### **CBRNE Awareness**

A CBRNE is defined as a Chemical, Biological, Radiological, Nuclear, and Explosive incident. The manner in which the Kent Police Department responds to a CBRNE incident will have a direct bearing on the ability to control and defuse the incident as well as to control and contain property damage, injury, or loss of life. Police officers and others called upon to respond to CBRNE incidents shall follow standard practice for containment, evacuation, communication, use of force, and command and control as enumerated in this policy.

Through high visibility patrol and proactive enforcement activities, officers may be able to reduce the threats of the intentional use of CBRNE materials in a criminal act within our community. They cannot, however, eliminate accidents involving the legitimate, routine transportation and use of those materials on our roadways and in the community. Training in recognition, response procedures, and personal protective equipment will allow personnel to respond to CBRNE incidents in a safe

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manner while reducing the threat to responders, the community and the environment. Responder training shall be in accordance with State and Federal guidelines for the number of hours, competency and content.

The department Emergency Management Commander or his/her designee will make sure the Kent Police Department stays current with training and equipment needs to address the ever-changing requirements and responsibilities associated with CBRNE Response. All equipment will meet the Department of Homeland Security's Science and Technology Division standards for first responder CBRNE equipment.

Initial officer's response to a CBRNE incident will include:

Evaluation: Observe the situation from a safe distance (upwind/uphill) to determine the scope of the incident and possible materials involved.

Personal Protective Equipment: Utilize issued Personal Protective Equipment in accordance with the level of training and certification.

Staging Area: Determine a staging area where additional responding officers will gather.

The street supervisor shall respond to the scene of the incident or staging area, if one has been determined. The street supervisor's response to a CBRNE incident will include:

1. Assessment: The street supervisor will assess the immediate situation for seriousness and its potential for escalation.
2. Incident Command Post (CP): The street supervisor shall determine where to locate the CP. It may be the same as the staging area if it provides adequate security from the incident.
3. Containment: The street supervisor shall ensure that steps are taken to contain the incident and prohibit access to the affected area. Search and rescue of victims may have to be delayed until personnel with the proper training and equipment are available to conduct those operations.
4. Notification: The street supervisor shall notify the watch commander and

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provide him/her with the necessary information in order to determine a mobilization phase. If an immediate Mutual Aid Response is necessary, the street supervisor (Incident Commander) may declare it and request the required mutual aid.

The watch commander or CDO will determine the necessary mobilization phase for the incident, take steps to activate the necessary mobilization, and respond to the CP and assume incident command. When adequate personnel and resources are in place, the IC (street supervisor until relieved by watch commander or CDO) will implement one or more of the following options:

1. Coordinated Response with Kent Fire Department: The incident has been determined to be small in size and can be controlled and mitigated by personnel from Kent Police and Kent Fire.
2. Criminal Act: If it has been determined the incident is a criminal act, the Kent Police Department maintains control of the incident and conducts a criminal investigation. Kent Fire will maintain a supporting role.
3. Accidental: If it has been determined the incident is an accidental release, Kent Fire will maintain control of the incident. Kent Police Department will maintain a supporting role.
4. Notification: The Chief of Police or his/her designee will be notified and make the determination to activate the Kent Emergency Coordination Center (ECC).

#### **Coordinated Response with King County CBRNE Personnel**

If a CBRNE incident has been determined to be larger in scope than can be handled with the resources available to the Kent Police Department, the Incident Commander will coordinate with King County CBRNE responders for assistance. The Incident Commander will take the following steps:

1. Notify CBRNE personnel.
2. Ensure the availability of transportation for all CBRNE personnel.

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3. Direct responding CBRNE personnel to a staging location so that they can be directed to the incident location.
4. Notify the Chief of Police of the Mutual Aid request.

### **Coordinated Response with Federal Agencies**

When a CBRNE Incident is determined to be a possible terrorist incident the Incident Commander will ensure the following:

1. The local FBI Joint Terrorism Task Force is notified.
2. The scene is secured until released by the Federal Incident Commander.
3. All personnel should be accounted for during the entire incident.

### **Demobilization**

When the incident has been brought under control, the Incident Commander shall ensure the following measures are taken:

1. All law enforcement personnel engaged in the incident shall be accounted for and an assessment made of personal injuries.
2. All necessary personnel shall be debriefed as required.
3. Witnesses, suspects, and others shall be interviewed or interrogated.
4. All written reports shall be completed as soon as possible following the incident to include a comprehensive documentation of the basis for and the department's response to the incident.
5. All reports shall be forwarded to the Incident Commander who will use this information to complete an after-action report.
6. Forward the after-action report to the Office of the Chief and appropriate outside agencies.

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<b>#7.30</b>	<b>#7.3</b>	<b>Regional/State and Mobilization Planning</b>

The Kent Police Department has a Commander who is assigned as the Emergency Management representative. That Commander is a member of the Kent Emergency Planning Committee, which has representatives from each agency in the city. That Commander also serves on the Local Emergency Planning Committee which has representatives from City, County, State, and private businesses.

The City of Kent Emergency Management Division (EMD) coordinates with these committees to develop regional disaster plans. The City of Kent Comprehensive Emergency Management Plan, developed and maintained by the EMD, serves as a guide for action during natural and man-made disaster response.

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<b>#7.40</b>	<b>#7.4</b>	<b>Mutual Aid</b>

The Kent Police Department has written agreements with neighboring agencies with regard to mutual aid requests. These agreements are maintained on the Washington Association of Sheriffs and Police Chiefs (WASPC) website. RCW 10.93.070 gives general authority to Washington peace officers to enforce traffic or criminal laws anywhere in the state under the following circumstances:

1. Upon the prior written consent of the sheriff or chief of police in whose primary territorial jurisdiction the exercise of the powers occurs.
2. In response to an emergency involving the immediate threat to human life or property.
3. In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a peace officer with enforcement authority.
4. When the officer is transporting a prisoner.
5. When the officer is executing an arrest warrant or search warrant.
6. When the officer is in fresh pursuit, as defined in RCW 10.93.120.

Police agencies have the ability to maintain direct communications through Valley Communications Center.

### **Kent Police Mutual Aid Requests**

In situations that require mutual aid assistance, any on-duty Kent Police supervisor may request assistance from a neighboring agency. The request may be made either by direct contact with the requested agency or through dispatch. Outside personnel responding to a Kent Police Department request for assistance shall report to the supervisor that is in charge of the incident.

The Kent Police Department has protocols for assessing the threat and immediately responding during active shooter situations to limit serious injury or loss of life. These incidents can be active shooters or other scenes of violence. Scenes of

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violence are scenes where there is an active assailant posing an ongoing threat, to include, but not limited to, those from firearms, vehicles, explosives, and/or knives. The Kent Police Department will coordinate with neighboring agencies and fire departments for these types of calls.

### **Outside Agencies Mutual Aid Requests**

In situations when Kent Police response is requested by another agency, officers will get supervisor approval prior to responding. In the event that a Kent Police supervisor also responds, all Kent officers will report to that supervisor prior to deployment.

### **Expenses Related to Mutual Aid Requests**

Generally, expenses arising from department mutual aid requests are borne by the assisting agency. If requested, the Kent Police Department reimburses agencies for expenses arising from a Kent Police Department mutual aid request.

### **Federal Government Mutual Aid Requests**

The Kent Police Department may face an emergency situation that requires the assistance of the National Guard. The Chief of Police, or designee, is responsible for making the request to the Mayor's office, who will formally request assistance from the Governor.

In the event that federal investigative support is needed, a commander or sergeant should contact the appropriate federal law enforcement agency for assistance.

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<b>#7.50</b>	<b>N/A</b>	<b>Concurrent Jurisdiction</b>

The Kent Police Department shares concurrent jurisdiction with several state agencies. The identity of the agency and responsibilities shared with Kent PD are as follows:

Washington State Patrol (WSP): The primary function of the WSP within the city limits of Kent is enforcement of traffic laws and to investigate traffic accidents on certain state highways. The WSP investigates all traffic accidents on SR 167 and those accidents on SR 516 from Military Rd. to Washington Ave., intersections excluded. The Kent Police Department investigates non-traffic criminal incidents within the city limits, including those on state highways.

King County Department of Public Safety: King County police officers have full police authority within the city limits of Kent.

Utilities and Transportation Commission: Has the authority to conduct commercial vehicle inspections and enforcement within the city limits.

Department of Fisheries and The Liquor Control Board: Officers from these agencies have full enforcement authority within the City of Kent. Kent Police officers also have the authority to enforce fishery and liquor violations within the city limits.

Officers from other agencies may request the assistance of the Kent Police Department in a number of ways. Some options include:

By radio: The Law Enforcement Radio Network (LERN) is a common frequency shared by law enforcement agencies. Valley Communications constantly monitors LERN and can hear outside agency transmissions, including assistance requests.

By phone: Outside agency officers may telephone Valley Communications directly requesting assistance, or they can request their dispatcher do so.

Kent Police officers respond to any request for assistance made by outside law enforcement agencies.

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<b>#8.10</b>	<b>#8.1</b>	<b>Air/Blood Pathogens</b>

### **Purpose**

Infectious diseases such as the Human Immunodeficiency Virus (HIV) and Hepatitis-B Virus (HBV) are growing epidemically in our society. Prudent precautions reduce the risk of acquiring and spreading these diseases. It is the policy of the Kent Police Department to develop and insure a safe work environment and instill work habits that provide maximum safety and minimize risk to HIV/HBV and other infectious disease exposure.

### **Statement**

Department employees should be aware that acquiring these diseases is possible when protective measures are not utilized and exposure to bodily fluids occur. There are documented cases of HBV and HIV being transmitted to Health Care workers who have handled blood and other bodily fluids with ungloved hands, particularly when skin disorders, cuts, or lesions were present. There are also confirmed cases of the diseases being transmitted from the splashing of contaminated blood into the eyes, nose and mouth, and from accidental needle sticks.

### **Mandate**

Extreme caution should be exercised by all police personnel, and the following procedures shall be utilized when dealing with blood, body fluids, and any other potentially infected material. All department employees are required to follow "Universal Precautions" (see below) and adhere to these policies. All employees shall be provided a copy of this policy for ready access. These policies shall be reviewed annually by the department Biohazard Coordinator and updated whenever the introduction of new or modified tasks or procedures are warranted or legislated.

### **Definitions**

**Infectious Disease**: Any of a number of sexually transmitted or bloodborne diseases identified in RCW 70.24.017(13).

**Bodily Fluids**: Any fluid that the body makes, to include: blood, semen, vaginal secretions, saliva, urine, feces, and breast milk.

**Substantial Exposure**: Direct contact with bodily fluids on open cuts or breaks in

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skin, skin lesions or abrasions, or mucous membranes of the eyes, nose or mouth, or any percutaneous needle stick from a potentially contaminated injection device.

Sharps: Any object that can penetrate protective latex or rubber gloves such as, injection devices, edged weapons, or broken glass.

Biohazard/Infectious Waste: Anything contaminated with bodily fluids.

Percutaneous: Entering the body through the skin.

### **Universal Precautions**

"Universal Precautions" is the concept of treating all human blood and bodily fluids as if known to be infectious for HIV, HBV, and other bloodborne pathogens. It is an approach to infection control that will be adhered to by all departmental employees. Job tasks must be performed in such a manner as to prevent or minimize the splashing, spraying or spattering of blood, percutaneous needle sticks, or exposure to other potentially infectious materials. Protective gloves and/or other protective equipment shall be worn by all employees whenever there is a reasonable expectation that an employee will come into contact with potentially infectious material. It is recommended that employees use face shields when administering cardiopulmonary resuscitation (CPR).

All employees are prohibited from eating and drinking, applying cosmetics or lip balm, and handling contact lenses in areas where evidence is handled. These areas include evidence rooms within substations and the headquarters building, at crime scenes and other work places where there exists a likelihood of exposure to blood, or other potentially infectious material. Additionally, all employees are prohibited from storing food or drink in "Evidence Controlled" refrigerators, freezers, cabinetry or countertops where blood or other infectious material may be present and is designated for such storage.

Immediately after exposure, when protective equipment is employed or other ad-hoc measures utilized, disposable equipment will be discarded as biohazard infectious waste and reusable equipment shall be thoroughly decontaminated by the user.

Whenever a circumstance suggests a risk of exposure to biohazard, employees shall wash hands as soon as possible, thoroughly with warm soapy water, in addition to

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the use of any precautions, which may have been utilized.

Extraordinary care shall be taken to avoid accidental sharp instrument injuries. Edged weapons and broken glass shall be treated as potentially infectious when known or suspected to be contaminated with blood or any other bodily fluid. Injection devices not sealed in an original manufacturer's package shall be treated as infectious. Employees are prohibited by State law and this policy from breaking, bending or otherwise cutting/removing needles from injection devices. Employees shall use the "one handed scoop" method, as instructed in training, when recapping injection devices.

### **Employees at Risk**

The positions, job titles and duties identified below list those specific classes of employees who perform tasks, which are likely to expose them to blood and/or bodily fluids:

- Evidence Technicians/Custodians
- All Sworn Police Positions
- Corrections Officers and Supervisors
- Car Seat Technicians

Employees of those classifications risk exposure to HIV/HBV and other infectious diseases through bodily fluid splash, sharps, and other instruments and materials used, handled, or reasonably likely to be encountered in the performance of their duties. Exposure can be reasonably anticipated by the nature of their specific job duties.

### **Personal Safety Exemptions**

It is recognized that in the course of day-to-day duties, emergency situations arise that might preclude or inhibit strict adherence to these policies. Circumstances in which the personal safety of employees or the public precludes strict adherence to the use of protective equipment and/or the concept of Universal Precautions shall be documented and forwarded via the chain of command to the division commander. Justification for not adhering to this policy shall be included in such documentation.

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<b>#8.20</b>	<b>#8.2</b>	<b>Biohazard Personal Protective Equipment</b>

### **Precautionary Supplies**

The following supplies are issued by the Biohazard Coordinator and/or made available for protection from exposure to bodily fluids by the department:

- Disposable Nitrile or latex (for high risk applications) gloves
- Disposable ear loop face-pocket masks
- Puncture resistant sharps needle-syringe keepers (individual)
- Red leak proof bags
- Household bleach, spray dispensers and buckets
- Eye Protection/goggles
- Protective paper gowns/smocks/shoe protectors
- Contaminated waste disposal receptacle(s) (central depository)
- Sharps receptacles
- Signs and Labels (Biohazard)

These supplies are kept within the evidence office, evidence-processing room, patrol supply room, and outside storage garage. The replacement and ordering of supplies along with the monitoring of sharps and biohazard containers is the responsibility of the Biohazard Coordinator.

### **Signs and Labels**

Warning labels shall be affixed to all containers and storage devices designated for biohazard materials, storage or disposal.

Refrigerators and freezers containing blood or other potentially infectious material shall have warning labels affixed to them.

Warning labels will include the universal biohazard symbol, which is predominantly florescent orange or orange-red in color with lettering and symbol in contrasting colors.

Red containers or plastic bags may be substituted for labels but must have a warning tag affixed to them indicating that contents bear biohazard material or waste.

Potentially infectious body fluid evidence shall have a warning label affixed to the outer most layer of packaging prior to submission, transport, or transfer. All such

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evidence still in a "fluid" state shall be packaged in a manner so as to prevent breakage and shall be placed in a second container which will be tear and leak resistant.

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<b>#8.30</b>	<b>#8.3</b>	<b>Soft Body Armor</b>

All commissioned personnel of the Kent Police Department are issued a ballistic vest at the time of hire. Protective vests are replaced at a minimum of five-year intervals. Sworn personnel are required to wear their protective vests, whether in uniform or plain clothes, when functioning in any type of enforcement capacity.

Officers who are assigned to Marine Patrol duties shall have the option of wearing their protective vests while on the department boat. If those officers elect not to wear their vests, the vest must be kept with them on the boat in case of need. Otherwise, these officers are required to wear their vest when functioning in any type of enforcement capacity.

The Kent Police Department requires all commissioned personnel engaged in high-risk situations to wear their protective vest. The personnel most likely affected would be VSWAT members, Special Investigations Unit detectives, K-9 handlers, and uniformed personnel assigned to assist the above entities. Examples of high-risk situations are barricaded persons, drug raids, residential search warrants, etc.

Exceptions to this requirement would be the execution of a search warrant for documents at a financial institution, utilities office, or on a vehicle that has been impounded to a tow yard or to the city shops.

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