

PATROL

41.1 ADMINISTRATION

PHILOSOPHY: The Patrol Operations Unit provides proactive law enforcement and innovative problem solving in order to reduce crime in the Lakewood community. The patrol model undergoes continuous evaluation in order to facilitate the accomplishment of the Lakewood Police Department's mission.

41.1.1 Patrol Shift Management

Practices: In order to ensure that the Lakewood Police Department provides adequate levels of service to the community while maintaining consistency for the officers, the following practices have been established:

- A. Continuous Patrol Coverage: The Lakewood Police Department provides continuous patrol coverage 24 hours a day, seven days a week. Assigned Police Officers work various shifts with overlapping coverage between shifts. Periodic staffing analysis determines the number and hours of shifts. The Chief of Police and designees have the authority to call an officer back to duty, regardless of the hours assigned to that officer. Officers will ensure the Department has a current telephone number that they can routinely be reached at. Personnel on special teams may be issued a pager to facilitate a call back to duty.
- B. Assignment to Patrol Shifts:
 - 1. Staffing Determinations: The following factors will be considered when making determinations regarding the number of officers assigned to each shift and the patrol schedule.
 - a. Analysis of calls for service.
 - b. Special enforcement needs.
 - c. The required presence of officers with special skills on particular shifts.
 - d. Any other special circumstances as deemed necessary by the Assistant Chief.
 - 2. Shift Assignment: (LPIG Contract Article 8)
- C. Frequency of Shift Rotation: Officers shall bid for shift assignments in accordance with the applicable Collective Bargaining Agreement. With Assistant Chief approval, shift trades may be made upon request of the employees.
- D. Assignment to Service Areas (Districts):
 - 1. District: The City of Lakewood has been divided into geographical areas (districts) that contain a sufficient workload for a single officer during a single shift. The purpose of the district assignment is to affix accountability for providing law enforcement services within a geographical area. The actual assignment of officers to districts may vary from shift to shift depending on the workload and staffing available.
 - 2. Assignments: The shift supervisor will assign police officers to districts during turn-out. The supervisor should consider consistency in district assignments in order to promote community policing, and special community needs, when making assignments.
- E. Frequency of Service Area Rotation (Districts): Effective community policing is dependent on establishing a positive relationship between the officers that serve the community and the community itself. The development of such a relationship is facilitated by the consistent assignment of officers to the same districts. Police officers are generally assigned to a district annually in order to facilitate community oriented policing efforts.

41.1.2 Turn-Out

Principle: Turn-out briefings provide an opportunity to exchange important information, critique past performance, train personnel, and evaluate their readiness for patrol. In order to ensure the effective use of these shift briefings, the below listed practices will be followed:

Practice:

- A. Shift Preparation: Personnel are expected to be prepared for duty prior to the beginning of turn-out.
- B. Attendance: Unless otherwise directed, officers shall report to turn-out at the time and place specified in proper uniform and equipment. They shall give careful attention to all the information provided, take notes when appropriate, and avoid creating disruptions to the briefing.

41.1.3 Special Purpose Vehicles (41.2.1)

The Lakewood Police Department operates several special purpose vehicles. Refer to the Special Vehicles Table in the Appendix for details regarding the authorized use of the vehicle, training (if any) required to operate the vehicle, person or section responsible for the vehicle and any required equipment.

41.1.4 Police Service Dog (PSD) Unit:

Principle: The Lakewood Police Department has developed a PSD Unit to offer the community a specialized service intended to enhance the department's ability to locate and apprehend criminals as well as search for and recover valuable evidence and/or contraband. In addition, the PSD officer often acts as an important ambassador to the community as the unit provides educational programs.

Definitions:

Announcing: Loudly calling a warning that a police PSD will be released to search. The announcement will include that anybody within the area must immediately show and identify themselves.

Application/Apply: Using the police PSD in a police situation.

PSD Log: A record of all PSD related training received by either member of the PSD Team.

PSD Handler: General authority commissioned police officer assigned to the PSD Unit who has successfully completed basic team training.

PSD Officer: Refers to the actual PSD trained for police services.

PSD Team: Refers specifically to a PSD handler and his/her assigned PSD officer.

Man work: The use of the PSD officer's natural abilities to apprehend, detain or control a suspect. On Lead: A PSD officer is attached to and controlled by a lead in the hands of the PSD handler.

Training Master: An officer, qualified through training and experience, to train police officers as PSD handlers, and PSD officers as PSD Teams. A training master may be a member of an allied agency.

Controlled Substance Training Aids: Actual controlled substances that are issued to the PSD handler by evidence technicians for the purpose of in service training.

Philosophy: Each PSD Team is considered to be uniquely specialized by virtue of having received extensive special PSD-handler training

Practices:

- A. PSD Unit Responsibilities and Objectives: This unit has a primary responsibility to the patrol function, but it may be used by other department components (i.e. Special Ops) and render mutual assistance to other police agencies, with supervisory approval.
 - 1. The PSD unit is responsible for, but is not limited to:
 - a. Assisting patrol officers in criminal apprehensions
 - b. Conducting area searches
 - c. Conducting building searches
 - d. Searching for evidence of crimes
 - e. Conducting public relations demonstrations
 - 2. The major objectives of the PSD unit are:
 - a. To enhance the arrest capabilities of the department
 - b. To render assistance in criminal investigations
 - c. To render assistance to other police agencies
 - d. To provide a service in a specialized field to the community
 - e. To provide protection of the PSD handler and other police personnel
 - f. To give assurance to the community that all professional means available are being utilized for their protection
- B. PSD Team: The PSD and the handler must receive and successfully complete the Criminal Justice Training Center (or equivalent) PSD Officers Certification for each specialty they perform at work (i.e. generalist, drug detection, flammable accelerants) before the team performs those specialties in the field. The PSD Team may perform specialty work before obtaining certification with approval and under the supervision of an approved PSD trainer. Additionally, the handler should work with their supervisor to accommodate the required 16 hours of in-service training per month.
 - 1. The PSD unit is a team consisting of a trained PSD handler and police PSD. The team is supportive to all line units in the department. Arrests made or things recovered will be considered to have been done by the line officer involved, using the PSD team as the means to do so, unless the PSD team is the primary unit.
 - 2. PSD handlers will apply the PSD in any actual police situation with proper restraint; the same as with any other device used for maintaining law and order, i.e. gun, handcuffs, OC.
 - 3. PSD teams are an added dimension to be used by line officers and do not replace line officers. Good rapport with patrol and other line officers is essential. All requests for PSD assistance must be responded to promptly, whether from on-shift or from home (when called out while no PSD team is on duty).
 - 4. A strong bond between the PSD and the handler is vital to accomplish the goals of the PSD unit, the stronger the bond the better the chance of success for the team. To this end, PSD handlers shall take every opportunity to provide attention and genuine affection to their PSD.
 - 5. The PSD handler is responsible for the care and maintenance of both the PSD and the assigned vehicle. While off duty, the PSD should be under the handler's direct control, secured in a kennel, or left in the care of an immediate family member. When this is not possible, the PSD should be placed with a professional boarding kennel or other location as approved by the PSD Unit supervisor.
- C. PSD Unit Supervision: The Lakewood Police Department PSD unit is supervised by a designated sergeant that is responsible for the training, maintenance, and scheduling of public relations services for the PSD Teams. PSD teams report to the on-duty patrol supervisor during normal duty hours.

1. Shift Assignment: PSD Teams will be assigned duty hours determined by command staff. Shift assignments may not align to a specific patrol squad and hours may be flexed in order to achieve the primary objectives.
2. Field Assignment: PSD Teams working the patrol function should not be assigned a district. PSD Teams will be expected to respond to calls for service when requested by a supervisor or when the handler anticipates the need for a PSD officer. This expectation does not prohibit PSD handlers from answering calls for service or from assisting his/her fellow officers.

D. Guidelines for PSD Team Operations:

1. Applying the PSD as a Means of Force: PSDs will be considered another tool for use by professionally trained Lakewood Police Department PSD handlers. Their proper use as a means of force shall be within the parameters guiding the use of any other tool or weapon by the Lakewood Police Department as depicted by federal, state, and local statutes and Lakewood Police Department policies and procedures. The PSD as a means of force response must be employed in a reasonable and necessary manner.
2. Applications of the PSD: Each PSD is trained to accomplish many different functions. The PSD unit mission will be to accomplish through building searches, tracking, direct pursuits, area searches, evidence searches, narcotics searches (if applicable,) and officer/handler protection. Each PSD handler will do his/her best to turn the PSDs greater sense of smell, sound, and sight to the department's advantage. The PSD team may assist in the apprehension of a suspect in any crime of violence, including the possession of a deadly weapon. The PSD handler should be prepared to articulate the totality of the circumstances in the decision to apply the PSD to apprehend any suspect.
3. General Regulations:
 - a. Announcement – prior to the search of any building or enclosed area, a loud, verbal warning will be made that a building/area will be searched by a police PSD and anyone inside must immediately show and identify themselves. This announcement need not be given in circumstances where doing so would endanger the safety of the PSD team. The handler will wait a reasonable time for a response before starting a building search.
 - b. PSD Log – A logbook, maintained by the PSD handler, will contain a complete record of all training exercises, applications, public demonstrations and veterinary care. An electronic database may replace this log.
 - c. On Duty – A request for on-duty PSD team assistance may be made directly by any member of the department. The PSD team is available to assist any agency operating under the Metro Agreement or with other outside agencies with the approval of the on-duty supervisor.
 - d. Off Duty – An off duty request for PSD assistance, whether from the police department or from an outside agency, must be made only with the approval of the on-duty supervisor.
 - e. The final decision to apply the PSD in any given situation shall be solely that of the PSD handler. Any time a PSD handler refuses to apply the PSD when requested to do so by another officer, he/she will note the reasons for refusing on his/her daily activity log.
 - f. A written report shall be submitted to the on-duty supervisor when any emergency medical service for the PSD is required and performed by a veterinarian.
 - g. When the PSD team makes an apprehension or locates evidence/fruits of a crime, the handler will submit an officer's report.

- h. If a PSD Handler is assigned as the primary investigating unit or on-views a crime, he/she will then be responsible for completing all the reports normally called for as though it were being done by a regular patrol unit.
4. Restrictions: Lakewood Police Department PSDs will generally not be used for the following:
 - a. Searching for animals;
 - b. For crowd and/or riot control;
 - c. Apprehension of mentally disturbed persons when no crime is involved;
 - d. Searching for lost persons;
 - e. Stud services, unless approved by the Chief of Police;
 - f. In circumstances which might discredit the police department;
 - g. In areas containing known hazardous materials that could harm the PSD.
5. PSD Bite Procedures: In every situation where the PSD bites, grabs, or makes physical contact with anyone, the following procedure will be adhered to:
 - a. Offer medical treatment to that person.
 - b. Take a color photograph of the affected area (even if an injury is not apparent) after the subject has received first aid from EMS personnel.
 - c. If the person is a juvenile, notify the parent or guardian.
 - d. If the person involved refuses examination or medical treatment, the refusal must be documented by a paramedic or other healthcare professional.
 - e. In all cases of visible (evident) injury, all subjects should be treated at a hospital.
 - f. Generate a written report to the PSD unit supervisor describing the circumstances of the incident and the injuries observed.
6. Handling the PSD:
 - a. Commissioned officers are authorized to operate a PSD vehicle and its equipment under the direction of the PSD handler. Under no circumstances shall any person other than the handler be allowed to handle the PSD unless:
 - That person is directed to do so by the PSD unit supervisor.
 - The handler is injured and/or unable to command the PSD and there is an immediate need for the PSD to be controlled.
 - While on duty the PSD must always be under the PSD handler's direct or immediate control as follows: Under control by voice command, On a leash, Contained in a police vehicle.
7. Care of the PSD:
 - a. Lakewood Police Department PSD handlers, except with specific knowledge and approval of the K9 Unit Sergeant, are to care for their assigned police PSD as follows:
 - Feed only approved food. Feedings should occur at a time that allows sufficient time for proper digestion prior to going on duty. Generally a PSD team will not be available for callout or applications within one hour of feeding.
 - Report immediately any indication the PSD may have a medical or behavioral concern or is otherwise acting unusually to the PSD Sergeant.
 - Keep the PSD's home and kennel clean and sanitary at all times.
 - Thoroughly and regularly groom the PSD.
 - Maintain thorough medical/immunization records through the assigned veterinarian.
8. Use and Care of Equipment:
 - a. Lakewood Police Department PSD handlers and PSD vehicles will be equipped essentially the same as any other patrol officer and patrol vehicle. In addition to the normal equipment, A PSD Officer will

keep specialized supplies for the care and training of his or her PSD partner. PSD Officers will be provided time on-duty to care for and groom their PSD partners and clean their living areas and car containers. Time provided will be 1 hour on each day worked, ½ hour on each day off. Because PSD

Teams are provided time each working day to clean and maintain their PSD partners and vehicles, it is expected that both will be kept relatively clean and odor free. All equipment must be maintained in good working order. If equipment becomes unserviceable an immediate replacement should be acquired.

9. Narcotic Detection Supplies (84.1.4)

- a. In order to maintain the skills of the drug detector PSD and handler, actual controlled substances are used in training. The chief will designate a narcotics K9 handler as the Training Aid Custodian. The Training Aid Custodian is responsible for the control, security and inventory of all controlled substances issued to the handler. The handler will store the aids securely in a safe, car trunk locker or locked office. When off-duty, a secure storage locker is available in the limited access, secure K9 office. When not needed, materials drawn for training will be immediately returned. Only the handler and Assistant Chief will have the key to the storage locker.
- b. The Training Aid Custodian will return the training aids to the evidence technician for replacement or destruction as needed. The evidence technician is responsible for maintaining a log identifying the substance issued to the Training Aid Custodian, including weight upon issuance and return, date of issue and return, and type of controlled substance. The evidence technician's log also contains copies of any reports documenting loss or destruction of any issued substances.
- c. The following controlled substances are authorized for training:

Cocaine 225 grams	Crack Cocaine 100 grams
Heroin 100 grams	Methamphetamine 225 grams
Marijuana 200 grams	

These are maximums - less may be issued.
- d. The CIU Lieutenant will perform unannounced audits of the controlled substance training aids as needed.
- e. Packaging of the training aids should be consistent with that found in the field. To avoid contamination of the packaging with the scent of the handler, gloves should be used to package the substances. The substances should also be packaged and stored in containers selected by the handler to avoid cross contamination of the various substances.

10. Loss of Substance Training Aids

- a. In the event that controlled substance training aids are lost, damaged, or destroyed while in the custody of the handler, the handler will summon the Lakewood Police Department on-duty supervisor to the scene of the incident to investigate the circumstances and to document it in a case report as soon as practicable, and in any event, no later than the end of the duty shift.
- b. Should the location of loss be further than 15 miles from the City of Lakewood, the on-duty supervisor may either respond to the incident or request the appropriate local agency's supervisor to investigate the incident. The supervisor will include a written report or witness statement from the other agency's supervisor and forward it to the Patrol Operations Unit Lieutenant.
- c. Beyond reporting the nature and circumstances of the loss, the investigating supervisor normally documents the repackaging of the recovered training aid, and witnesses, when practical, the weighing of the substance. When on-site weighing is impossible, the supervisor initials the packaging of the substances documenting the manner of packaging labeling and chain of custody.

- d. When investigated by an outside authority, Lakewood Police Department's on-duty supervisor will direct/request the above procedures are followed by the investigating supervisor.
11. Marking of PSD Vehicles: PSD vehicles will be marked "K-9" and have warning notices posted on the vehicles directing the public to avoid contact with the PSD.

41.2 OPERATIONS

PHILOSOPHY: The provisions of patrol services require officers and CSO's to be prepared to resolve a vast variety of problems. Lakewood Police Department employees are trusted to exercise their powers and discretion in a problem-solving manner while meeting the expectations of the community. As the community better defines the expectations through legislation and feedback from community based partnerships, it is the Lakewood Police Department's responsibility to create practices that conform to those expectations. The principles and practices provided in this section are intended to assist employees in making difficult decisions and improve the quality of service delivery.

41.2.1 Operations of Police Vehicles

Definitions:

- A. Fully Marked Police Vehicle: A fully marked police vehicle is equipped with clearly identifiable Lakewood Police graphics, an audible siren and readily visible emergency lights. These vehicles may engage in all authorized emergency vehicle operations and responses.
- B. Limited Response Emergency Vehicle: The following vehicles have limited emergency use:
 1. Police Motorcycles: Police motorcycles may not engage in pursuits or conduct priority responses except in cases where exigent circumstances justify the increased risk to the public and the operator.
 2. Auxiliary Police Vehicles: Vehicles such as crime scene and CSO vehicles are not to be used to respond to calls for service in an emergency fashion. Any emergency lighting equipment associated with the above vehicles should only be used in specific limited capacity, e.g., traffic control.
 3. Unmarked Vehicles: Only unmarked vehicles equipped with emergency lights and sirens are authorized to be used in an emergency (priority) response. Only fully commissioned officers may drive unmarked vehicles as a part of his/her daily routine when the vehicle is the type of vehicle being driven by enforcement personnel.

Principle: [RCW 46.61.035](#) and [46.37.190](#) govern the use of emergency vehicles and emergency equipment. Under these laws a police officer is not relieved of the responsibility to exercise due regard for the safety of all persons using the roadway. The speed of the police vehicle and its method of operation shall be reasonable and prudent. The police officer must be cognizant of external factors such as weather, temporal influences, visibility, road conditions, traffic conditions, multiple officers responding, following other responding officers, and the type of area in which the response is occurring.

Practices: The below described modes of response will be used:

- A. Routine Response: A routine response consists of operating the patrol vehicle in adherence to all traffic regulations and speed limits. The use of emergency lights and siren during a routine response is not authorized. Officers will respond without delay to routine calls for service. Except under the most extraordinary circumstances or when otherwise directed, no officer shall fail to answer any call for service directed to him/her.
- B. Priority Response: Is defined as responding to a call for police services with the continuous use of emergency equipment (lights and siren) while operating the police vehicle contrary to traffic regulations. Only sworn police officers may operate vehicles in priority response mode.
 1. When Priority Response is Authorized: Police officers are authorized to respond in a priority mode to the following incidents:

- a. Officer needs assistance – i.e. Priority Backup request.
 - b. Calls for service involving seriously injured persons or the imminent threat to life or serious bodily injury.
 - c. Traffic collisions, other than those known to be non-injury and non-blocking.
 - d. When directed by a supervisor to respond priority.
 - e. Crimes in progress.
 - f. Other circumstances in which the officer can reasonably articulate the need for a priority response.
2. Vehicle Operation while in Priority Response mode:
- a. When entering intersections against traffic control devices, police officers will decrease speed to a level to ensure the intersection is clear and all drivers are yielding the right of way.
 - b. During a priority response, emergency lights and siren (if the tactical situation allows) shall be activated at all times when operating the police vehicle contrary to traffic laws. The police officer must remain cognizant of his/her personal safety and the safety of the general public.
 - c. When responding in a priority mode spotlights shall not be directed at the windshields or vision of oncoming traffic.
 - d. When circumstances no longer require a priority response, police officers shall deactivate their emergency lights and siren at the earliest practicable time. When emergency warning devices are deactivated, the officer may continue his/her response in a routine manner.
 - e. Emergency warning devices may be deactivated at a distance from the scene (at the discretion of the vehicle operator) so as to not alert suspects in criminal incidents to the proximity of the officer. The police officer shall continue his/her response in routine mode.
 - f. Officers operating their vehicles in priority mode shall not travel in the center turn lane or striped median of the roadway, except as is necessary to pass traffic that fails to yield. If an officer does use the center turn lane or striped median to pass, the officer shall return their vehicle to the through lane as soon as it is possible to do so safely.
3. Police officers are not compelled to continue a priority response when conditions place the safety of the officer or others in extreme jeopardy. Conditions that must be continuously evaluated are:
- a. The capabilities of the officer to control the operation of the patrol vehicle
 - b. Vehicle speed in relation to road and weather conditions
 - c. The degree of emergency, urgency, or threat to others
 - d. The driver's unfamiliarity with the area
- C. Emergency escorts of civilian vehicles: Not permitted. Refer to Standard 61.3.3
- D. Supervisory Responsibility: Supervisors have the authority and responsibility to increase or decrease the classification of response of any individual officer or all responding officers.
- E. Transporting Passengers
- 1. Employees shall not transport persons or materials in Department vehicles except in an emergency, as directed by their supervisor, as necessary in performance of their duties, or as otherwise permitted in this section.

2. Employees of other Federal, State, County, or Municipal law enforcement agencies are permitted passengers in City of Lakewood Police Department vehicles. They shall not operate Department vehicles except in an emergency.
3. Officers shall not transport any civilian passenger except under the following conditions:
 - a. Approved ride-along;
 - b. Witnesses, crime victims, or others as part of an investigation of a crime, traffic accident, or stranded motorists, including informants;
 - c. Officer's children to and from day-care/school while the officer is en route to and from work
 1. The route shall not be significantly longer than the employee's normal route to and from their place of work
 2. Approved child safety seats/restraints shall be used and shall be removed from the vehicle during the normal course of work
 3. The responsibility for the safety of passengers rests solely with the officer operating the vehicle.
 4. Supervisors shall not grant approval for transport requests in non-emergency or routine cases when other means of transportation are available, and the transport is not related to police duties. For official functions where use of a City vehicle is authorized, employees may transport passengers as necessary.

F. Off Duty Employment

1. Department vehicles may, with the approval of the Chief of Police or designee, be used in police related off-duty employment when a benefit to the City of Lakewood is clearly demonstrated. Such approval must be obtained prior to the use of any Department vehicle for off duty employment. See Chapter 22.
2. Lakewood Police Department operational needs and availability of vehicles will, in all circumstances, take precedence over the use of any Department vehicle requested for off-duty employment.

G. Care and Maintenance of Lakewood Police Department Vehicles

1. Department vehicles shall be properly maintained and kept in good working condition.
2. Employees using Lakewood Police Department vehicles are responsible for the following:
 - a. Checking vehicles for proper equipment and exterior/interior damage prior to the beginning of their shift;
 - b. Reporting damage to a supervisor as soon as reasonably possible and completing any required forms to ensure repairs or replacements;
 - c. Replacing supplies maintained in the vehicles at the end of the shift;
 - d. Any other responsibility as required by MOS.
3. Major deficiencies shall be brought to the attention of supervisors and the Fleet Coordinator to ensure that the vehicle is not used again until corrective action is taken for safe and efficient operation.

H. Vehicles Damaged, in Need of Maintenance, or Cleaning

1. When a vehicle is found to be inoperable, defective, damaged, or in need of cleaning, the condition will be reported via e-mails to the supervisor and Fleet Coordinator.

I. Assignment of Vehicles

1. Assigned vehicles are City of Lakewood Police Department vehicles which have been assigned to specific employees. A vehicle is assigned to enhance the Department's Community Oriented Policing philosophy, enhance police response, and improve efficiency.
2. The operation of an assigned vehicle shall be restricted to Pierce County or within thirty (30) miles from the city limits of Lakewood.
3. Department employees may be considered for assignment of a Department vehicle according to the following priorities: Special Assignment, seniority. The overall operational needs of the Department will take precedence and the issuing of a vehicle will depend on the number of vehicles available.
4. In the interest of extending vehicle life, vehicle rotation between employees may be necessary.

J. Authorized Use of Assigned Vehicles

1. Employees shall not operate any City of Lakewood vehicle while under the influence of alcohol and/or drugs.
2. Employees may take an assigned vehicle to their residence, providing that they reside in Pierce County or within thirty (30) miles of driving distance from the city limits of Lakewood. Employees living outside these boundaries will park their assigned vehicle at a Lakewood Police Facility or a secure and approved site within the previously described boundaries, or reimburse the city for all mileages over 30 from the city limits, at the standard rate established by the Internal Revenue Service (IRS).
3. When traveling in assigned vehicles at times other than on duty, employees are not expected to respond to routine calls. However, they are expected to respond as backup to a priority or emergency call if they are in the immediate vicinity.
4. The assigned Department vehicle shall not be used for personal gain. However, brief stops may be made to conduct essential personal errands, which do not deviate significantly from the normal route or distance to and from work. Employees shall not make stops at or transport questionable purchases from businesses (e.g. alcohol, non-taxed cigarettes, gambling establishments, pornographic materials).
5. Employees shall not incur additional costs to City vehicles, nor shall they modify mechanical parts or parts visible to the public, without prior approval from the Assistant Chief. The Assistant Chief shall check with the Fleet Coordinator prior to authorizing any cost of modification.
6. Employees shall ensure the security of their assigned vehicle and equipment by always locking the vehicle when leaving it.
7. Officers operating a Department marked vehicle will have in their possession a minimum of a badge, handcuffs, portable radio, identification, and handgun to effectively perform police duties. Officers will adhere to Department dress standards.
8. The individual assignment of a Department vehicle to any City of Lakewood employee may be rescinded for violations of these procedures based on just cause.
9. Other uses of assigned vehicles include transportation to and from department-approved activities, meetings, training sites, and recruitment activities.

10. The City of Lakewood contracts with Redflex Corp. for Red Light Camera Violations and for Speeding in School Zone Vehicles. Redflex shall only process incidents which involve City and any Emergency vehicles that have emergency equipment off. Vehicles that have emergency equipment activated will be rejected by Redflex. LPD vehicles involved in a Red Light Camera Violation, with no emergency equipment activated, will have photos sent to the Traffic Sergeant for review and research. If a valid reason is found for the incident the photo will be dismissed, but if no valid reason is determined the Traffic Sergeant will then send the photo to the Officer's Sergeant for review and action.
- K. Maintenance Notification for Assigned Vehicles
1. If the officer has specific concerns regarding a vehicle, those concerns should be addressed in an E- mail to the Fleet Coordinator prior to the vehicle being turned over for service.
 2. Officers will remove all weapons from the assigned vehicle prior to submitting it for maintenance.
 3. The Fleet Coordinator will arrange for non-routine maintenance and notify the officer when the vehicle is ready to be picked up.
 4. If an officer fails to respond to the Fleet Coordinator's notification for vehicle maintenance, a supervisor will be notified.
- L. Appearance and Modifications of Assigned Vehicles
1. Employees with assigned vehicles are responsible for seeing that proper care is given to the vehicle and for the performance of daily operational maintenance (e.g., fueling, checking oil, etc.).
 2. Employees shall refrain from:
 - a. Making any mechanical adjustments except in extreme emergency situations;
 - b. Altering the body, general design, appearance, markings, mechanical or electrical systems;
 - c. Adding bumper stickers or altering license plates and/or frames;
 - d. Making any repairs or having repairs made to the vehicle other than at an authorized garage;
 - e. Using fuel, oil, lubricant, other liquid additives in the vehicle other than those issued at authorized motor pool fueling facilities.
- M. Assigned Vehicles Damage or Defect: If an assigned vehicle is damaged or totally destroyed in a collision, or by other causes, the employee will be without an assigned vehicle until the repairs are completed or a replacement vehicle becomes available. Exceptions to this rule may include employees in special assignments.
- N. Inspection of Assigned Vehicles
1. Lieutenants will ensure that an inspection report is completed on all assigned vehicles at least annually. This will be tracked and records maintained by the Professional Standards Section.
 2. The vehicles will be inspected for cleanliness, serviceability, equipment, defects, and damage. Information on any deficiencies will be forwarded to the Fleet Coordinator or Property Supervisor for repair or correction.
- O. Surrender of Assigned Vehicles: Assigned vehicles must remain available to the Department and shall be surrendered to a Lieutenant (or designee) upon request during an extended absence from the Department.
1. Employees authorized to take a vehicle home (i.e., any City owned vehicle, marked or unmarked) shall surrender the vehicle to their supervisor upon an absence of an equivalent of 2 working weeks or more. This includes, but is not limited to, combination leave, major medical leave, military leave, and/or combinations of days off which result in an absence of 2 working weeks or more. In instances where employees know ahead of time, they will make arrangements to leave the vehicle at work on the last scheduled working day.

2. Employees may be required to surrender their vehicle during a light duty assignment, suspension, or disability. Whenever possible, employees on light duty, if not already assigned an unmarked vehicle will be issued an unmarked administrative vehicle after relinquishing their assigned vehicle.
3. During emergency situations, the supervisor will arrange to have the vehicle brought to the station with minimal inconvenience to the employee.
4. At the determination of the unit lieutenant, exceptions to this policy may be considered on a case by case basis in the following circumstances:
 - a. A justifiable cause which benefits the Department
 - b. An employee assigned the Command Duty Officer status, upon approval of the Chief of Police.
5. Employees who are initially allowed to retain their cars during leave must surrender the vehicle should a need for it arise.

41.2.2 Vehicle Pursuits

Principle: Vehicle pursuits require police officers to exercise critical and immediate judgment in balancing the dangers to the public and the officers involved created by the pursuit and those dangers presented if the pursued driver is allowed to escape apprehension. Apprehension must outweigh the safety of other motorists in terms of priority to justify a pursuit. Police officers have the legal right and duty (refer to [RCW 46.61.035](#)) to pursue a fleeing suspect, but they also have the responsibility to exercise judgment and due regard for the safety of others. Officers will be neither criticized nor disciplined when their decision is to terminate rather than continue a pursuit.

Definitions: The following definitions apply for the purpose expressed in this standard.

- A. Pursuit Driving: A vehicular attempt to apprehend the occupant(s) of a motor vehicle when the driver has been requested or signaled to stop and is resisting apprehension by maintaining or increasing the vehicle's speed or otherwise maneuvering his/her vehicle in a manner to elude the officer.
- B. Road Block: A roadblock is any method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles in order to affect the apprehension of an actual or suspected violator in a motor vehicle.
- C. "Boxing In": The tactic of boxing in refers to placement of patrol vehicles behind, in front of, and alongside the fleeing vehicle. The police vehicles, in unison, generally reduce their speed until the suspect vehicle is stopped.
- D. Serious Felony: A felony that involves an actual or threatened assault, which the officer has reasonable cause to believe, could result, or has resulted in death or serious bodily injury.
- E. Caravanning: Occurs when multiple vehicles travel in a pact. "Caravanning" of police vehicles during a pursuit situation should be avoided whenever possible for officer safety and the safety of the public.
- F. Paralleling: Occurs when units not directly pursuing a fleeing vehicle take routes on adjacent streets. Police units directed to "parallel" the pursuit route will operate in a priority / emergency mode unless directed otherwise by a supervisor.

Practices:

- A. Significant Factors to be Considered by Employees Involved Directly or Indirectly in a Vehicular Pursuit: The following factors, along with any other pertinent factors, should be considered when determining whether any pursuit should be initiated, continued, or terminated:

1. The seriousness of the originating crime and its continuing relationship to community safety;
2. Safety of the public in the area of the pursuit;
3. Safety of the pursuing officer(s);
4. Time of day;
5. Volume of vehicular traffic;
6. Volume of pedestrian traffic;
7. Location of the pursuit;
8. Weather conditions;
9. Road conditions;
10. Familiarity of the officer and supervisor with the area of the pursuit;
11. Speeds involved;
12. Quality of radio communications between the pursuing unit(s), supervisor, and SOUTHSOUND 911 Communications;
13. The capability of the officers driving the police vehicles or safety issues and markings associated with those vehicles involved;
14. Perception of capability or recklessness of the subjects being pursued and safety issues associated with their vehicle.
15. Apparent number and age of occupants in the fleeing vehicle.

B. Officers' Responsibilities Upon the Initiation of a Pursuit:

1. Upon initiation of a pursuit, an officer will immediately notify SOUTHSOUND 911 Communications of the pursuit and furnish all pertinent details to include:
 - a. Police unit identification;
 - b. Location, speed, and direction of travel;
 - c. Vehicle description, including license number, if known;
 - d. Road, traffic, and weather conditions;
 - e. The specific reason for the pursuit, including known laws violated; and
 - f. Number of occupants
2. An officer or supervisor may request additional units to assist the pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s).
 - a. The initial pursuing unit shall be designated as the primary unit. That unit shall be responsible for the conduct of the pursuit unless it is unable to remain close enough to the suspect vehicle and loses visual contact, another unit takes over as the primary unit, or the pursuit is terminated.
 - b. The secondary unit should take over radio traffic and start calling the pursuit as soon as possible.
 - c. A third unit is authorized to participate in the pursuit, but should discontinue in the event of a collision occurring which involves a third party, to render aid. More than three units may participate in a pursuit

with the approval of a supervisor.

- d. Additional units should not be directly involved in pursuing the suspect vehicle. Additional units may parallel, deploy tire deflation devices, or block intersections.
3. During the pursuit, good communication between the pursuing units, SOUTHSOUND 911 Communications, and the supervisor monitoring the pursuit is essential. The pursuing officer(s) shall:
 - a. Maintain radio contact;
 - b. Keep radio transmissions as brief as possible;
 - c. Continuously update SOUTHSOUND 911 Communications as to the location of the pursuit, direction of travel, and vehicle speeds;
 - d. If a pursuit is terminated for any reason, provide the location where the suspect vehicle was last seen, its speed, and direction of travel.
4. Motorcycles and Vehicles Driving without Lights:
 - a. Officers shall use extreme discretion in pursuits of motorcycles and vehicles whose drivers have turned off their lights during the hours of darkness.
 - b. These pursuits are so potentially hazardous to public safety that they will be undertaken only when imminent, continuing threat to life exists from subject being pursued.
 - c. This "imminent, continuing threat" shall be independent of the driving behavior of the suspect subsequent to the officer's initiation of the pursuit.

C. Vehicles Authorized to Pursue

1. Marked Police Vehicles: Only marked police vehicles equipped with sirens and blue/red lights shall engage in vehicular pursuits, except as provided in #2 below. Emergency lights and siren are to be in operation continuously during the duration of a vehicular pursuit.
2. Unmarked Police Vehicles and Police Motorcycles: Police officers driving unmarked police vehicles or police motorcycles may initiate and continue in pursuits only until relieved by a marked police vehicle.
3. Police Vehicles Containing Non-Police Passengers: Police vehicles containing victims, witnesses, suspects, prisoners, complainants, citizen riders, or any other non-police personnel will not become engaged in pursuits.

D. SOUTHSOUND 911 Communications Responsibilities (See SOUTHSOUND 911 Communications SOP #01.098)

E. Supervisory Responsibilities:

1. Contact SOUTHSOUND 911 Communications and advise that he/she is monitoring the pursuit.
2. Upon notification, the field supervisor shall assume overall control over the pursuit and, in the exercise of their discretion, may order specific units in or out of the pursuit, allow continuation of the pursuit, or order the termination of the pursuit.

F. Termination of the Pursuit:

1. Termination of a pursuit is the responsibility of the pursuing officer(s) and the field supervisor if one of the following conditions exists:

- a. The danger to the pursuing officer(s) or the public outweighs the necessity for immediate apprehension of the suspect;
 - b. The suspect's identity is established to the point where later apprehension is probable, and where there is no immediate threat, other than the pursuit itself, to the safety of the public or officers;
 - c. The prevailing traffic, roadway, or environmental conditions indicate the futility of continued pursuit;
 - d. The pursued vehicle's location is no longer known.
 - e. Emergency equipment malfunctions or mechanical issues arise which increases the risk to the public or officers.
2. Upon the termination of a pursuit, officers involved shall turn off all emergency equipment, notify dispatch of their location, and obey all the rules of the road. Officers may proceed, at normal speeds, in the likely direction of the suspect vehicle.
- G. Inter-jurisdictional Pursuits: Lakewood Police Officers shall adhere to the following guidelines for pursuits leaving Lakewood, or outside agency pursuits entering Lakewood. All procedures pertaining to pursuits within the City of Lakewood are applicable to Lakewood Police Officers assisting in inter-jurisdictional pursuits.
1. Inter-jurisdictional Pursuits Initiated by Other Agencies:
- a. Lakewood Police Officers may assist another agency when a pursuit initiated by that agency enters the City of Lakewood. It shall be the duty of the field supervisor to determine the reason for the pursuit, what assistance is to be rendered, and make assignments accordingly. Assistance may be limited to the deployment of spike strips or the clearing of intersections to help warn citizens. Lakewood officers may not assist in pursuits by other agencies in situations in which the pursuit, if originated in Lakewood, would contradict Department policy.
 - b. Advisement by another agency that its officers are pursuing a vehicle into the City of Lakewood is not, in itself, a request for assistance.
 - c. Lakewood Police Officers will not continue pursuits outside of the City of Lakewood when the pursuit was initiated by another jurisdiction, unless directed by the field supervisor (i.e. lack of backup for the unit from the outside jurisdiction).
 - d. Lakewood Police Officers will not take over pursuits by another agency unless specifically requested to and the supervisor approves the request.
 - e. Anytime a pursuit initiated by an outside agency enters the City of Lakewood and is subsequently terminated by that agency, any officers from this department who had joined the pursuit will immediately terminate as well, unless directed to continue by the field supervisor.
2. Inter-jurisdictional Pursuits Initiated by Lakewood Police Officers:
- a. When Lakewood Police Officers pursue a vehicle into other jurisdictions, the dispatcher will notify the respective jurisdiction.
 - b. Lakewood Police Officers pursuing vehicles into another jurisdiction shall maintain authority and responsibility for the pursuit, unless the Lakewood Police supervisor requests the appropriate jurisdiction to take over the pursuit.
 - c. When Lakewood police units continue a pursuit into another jurisdiction, responsibility for their continued involvement rests with the Lakewood supervisor.

- d. Notification of a pursuit is not necessarily a request for assistance. Requesting assistance is not necessarily a request for the jurisdiction being entered to take over the pursuit. A request for assistance must specify what assistance is desired.
- e. If a Lakewood Police supervisor terminates a pursuit that enters another jurisdiction, the dispatcher shall immediately notify the respective jurisdiction of such decision.
- f. When deciding whether or not to continue pursuit outside the city, personnel must also consider that their primary responsibility is to the citizens of Lakewood, and that they cannot be left unprotected. The field supervisor may be required to limit the number of units involved in the pursuit once sufficient support is obtained from the outside agency.

H. Post Pursuit Requirements:

- 1. Administrative Pursuit Report: The initiating officer will complete a Pursuit Review report, attach a copy of the general report and CAD, and submit it to the field supervisor who monitored the pursuit. That supervisor will ensure the attachments are included and forward the report up the chain.
 - a. There shall be an administrative review of all pursuits.
- 2. Turnout Critique: The monitoring supervisor will conduct a pursuit critique at the next available turnout with all personnel involved in the pursuit for training purposes.
- I. Pursuit Analysis: The Professional Standards Section submits an annual report to the Chief of Police reviewing the results of the year's Pursuit Review reports.

41.2.3 Pursuit Tactics

- A. Tire Deflation Devices: "Stop Sticks" may be used at the discretion of the individual officer(s) and only if trained in their use. When deploying spike strips, the following precautions should be considered:
 - 1. The operator deploying the spike strips should do so from a position of safety. If possible, the patrol vehicle should be positioned between the Officer and the suspect vehicle.
 - 2. The spike strip should not be used in locations where specific geographic configurations increase the risk of serious injuries to the operator, violator, or the public (i.e. alongside bridges, embankments, etc).
 - 3. If a spike strip is to be deployed on a two-way roadway, all efforts should be taken to stop oncoming traffic some distance from the actual deployment site.
 - 4. As the fleeing vehicle approaches, the officer should pull the spike strip onto the roadway surface and let go of the device to prevent injury if the spike strip is caught-up or "grabbed" by the suspect vehicle.
 - 5. When nearing the spike strip, the pursuing officer(s) and the officer(s) deploying the device must maintain communication. The pursuing officer(s) should back off to allow the device to be cleared from the roadway.
 - 6. The use of a spike strip on a fleeing motorcycle is considered deadly force and generally should not be done. Spike strips may be used to stop a fleeing motorcycle only when deadly force is reasonable.
 - 7. Every effort should be made to avoid uninvolved motorists running over the spike strip. If an uninvolved motorist does run over the spike strip, the driver should be contacted as soon as possible and advised how to file a claim for damages with the City.
 - 8. If the deployment of the spike strip causes a property damage collision (other than damage to tires and wheels) or injury collision, a collision investigation shall be conducted.

B. Pursuit Immobilization Technique (PIT):

1. The Pursuit Immobilization Technique (PIT) is a method to reduce risks in bringing pursuits to a conclusion. PIT is a forced rotational vehicle stop of a noncompliant suspect in an effort to end the suspect's flight.
2. PIT maneuvers less than 40 MPH may be executed at the discretion of a pursuing officer. If executed at less than 40 MPH, PIT may be used under the following conditions:
 - a. PIT shall be used only to apprehend felony offenders whose actions indicate a disregard for the safety of the officer(s) or of the public, or those who fail to yield after the officer reasonably believes that the offender is aware of the officer's presence and the officer's signals to stop.
 - b. Eluding may be the only felony present precipitating the need for PIT maneuvers.
 - c. The PIT can be executed in a manner that does not unreasonably endanger uninvolved motorists and other third parties.
3. PIT maneuvers executed at 40 MPH or higher are considered to be a use of force. In these instances, PIT may be used when the totality of the circumstances require immediate intervention to stop a fleeing suspect's vehicle due to the danger the suspect poses to officers and/or the public if not apprehended. Supervisor approval is required.
4. Officers are not authorized to execute PIT maneuvers until successful completion of the Department PIT training program.

C. Roadblocks

1. Roadblocks are to be considered deadly force, and therefore require factors sufficient to support the use of deadly force, only if so configured:
 - a. The roadblock is set up in such a manner that the driver does not have the ability to perceive that the road is blocked and cannot stop.
 - b. The roadblock is set up in such a manner that lights are shined into the driver's eyes, preventing him from recognizing the fact that the road is blocked.
2. A supervisor may authorize a roadblock.
3. The authorizing supervisor shall be on-scene and supervise the roadblock, ensuring it meets the standards based on the totality of the circumstances known to the supervisor at the time.
4. Because of the extreme hazard and risk of injury to the employee, a rolling roadblock, or "boxing in" of the suspect vehicle, is not recommended as a method of stopping a fleeing vehicle.

D. Ramming of a Vehicle:

1. Ramming is the intentional act of driving a police vehicle into another vehicle in an attempt to stop or alter the course of the other vehicle.
2. Ramming of a vehicle is to be considered the use of potentially deadly force and an officer may only use such force when the use of deadly force is reasonable and necessary.

41.2.4 Notification Practice:

Principle: Often the functions of Lakewood Police Department members are interdependent on other agencies and city departments. In order to facilitate the cooperation between other agencies and/or city departments, the following practices apply.

Practices:

- A. Medical Examiner: Whenever a police officer is investigating a death, the Pierce County Medical Examiners Officer will be notified. The following practices shall be followed during death investigations.
 - 1. Non-Suspicious Unattended Deaths: If the officer has reason to believe the victim was recently under the care of a physician, the officer will attempt to obtain the name of that physician and then notify the Medical Examiner's Office. Once the physician has been contacted, the Medical Examiner may issue a release (NJA) number to the officer and select not to respond to the scene. The officer will complete a thorough report regarding the circumstances of the death and ensure photographs are taken.
 - 2. Suspicious/Unattended Deaths and Homicides: The primary officer in these death cases will request the supervisor respond to the scene and that the Criminal Investigations Unit (CIU) be notified per Standard 42.1.1. The Medical Examiner's Office should be notified as soon as possible, but will not be requested to respond until a CIU representative can be contacted so that a coordinated investigation may occur.
 - 3. Officers will respond to all child/juvenile death scenes and will document in detail the death scene. The CIU will also be called out to all child/juvenile death scenes to investigate the nature of the child's death, especially those wherein the cause of death is not immediately apparent.
- B. Street/Public Works Departments: Refer to Chapter 61 regarding instances when the Public Works Department would be notified.
- C. Public Utilities: Officers should immediately notify SOUTHSOUND 911 Communications when a situation is brought to their attention that presents a potential or actual safety hazard to a person(s) or property and is the responsibility of a public utility company. The dispatcher will then notify the appropriate public utility.
- D. Media Notification:
 - 1. Media advisories concerning accidents, road blockages, or other situations, which might significantly affect traffic flows on state highways, should be directed to the Washington State Patrol.
 - 2. Situations which are going to only affect local traffic flows, but are going to present a long term problem (more than a few hours) will be the responsibility of the Lakewood Police Department.
 - 3. See also Chapter 54 regarding Public Information.

41.2.5 Missing Person Investigations

Principle: When responding to missing person cases, it is essential that each response, regardless of what the initial indicators may be, should be governed by an assumption that the person is in jeopardy until significant facts to the contrary are confirmed. Officers shall respond with the missing person's safety as their foremost concern. The purpose of this policy is to establish guidelines and responsibilities regarding the Lakewood Police Department's response to reports of missing persons. Officers should be aware that they might encounter several types of missing person cases, each with their own unique response requirements. They include:

Definitions:

- A. The non-family abduction in which a person is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.
- B. The family abduction in which a non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement.
- C. The runaway child, most often a teenager, who leaves home voluntarily for a variety of reasons.

- D. The chronic runaway is a teenager over the age of 12 who has left home voluntarily for a variety of reasons more than 2 times.
- E. The lost or otherwise missing child, who becomes separated from parents or caretakers under Circumstances not indicating the likelihood of an abduction or voluntary absence.
- F. The throwaway whose caretaker makes no effort to recover the child who has run away or who has been abandoned or deserted. While not necessarily reported to authorities as missing, children in this category frequently come to the attention of law enforcement.
- G. The term missing adult refers to a person who is:
 - 1. At least 18 years of age and
 - 2. Whose whereabouts are contrary to their normal patterns of behavior and may be due to one or more unusual circumstances
- H. The term missing child refers to a person who is:
 - 1. Younger than 18 years of age and
 - 2. Whose whereabouts are unknown to his or her parent, guardian, or responsible party.
- I. For the purposes of this policy, the term, missing person refers collectively to both missing adults and children
- J. A missing person will be considered "at-risk" when one or more of the unusual circumstances are present.
- K. The term "unusual circumstances" refers to:
 - 1. A missing child who is 12 years of age or younger.
- or -
 - 2. A missing adult or child who is believed to be one or more of the items noted below.
 - a. Out of the zone of safety for his or her age, developmental stage, and/or physical condition. The zone of safety will vary depending on the age of the child and his or her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-aged child the zone of safety might be the immediate neighborhood or the route taken between home and school. In the case of an elderly person of diminished physical and/or mental health, the zone of safety might include the close proximity and availability of a caregiver familiar with that individual's condition and needs.
 - b. Mentally diminished. If the person is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about needs, identity, or address. The disability places the missing person in danger of exploitation or other harm.
 - c. Drug dependent, including both prescription and illicit substances. Any drug dependency puts the missing adult (Officer's option of entering as missing, consider all facts related to the incident) or child substantially at risk. The diabetic or epileptic child requires regular medication or his or her condition may become critical.
 - d. A potential victim of foul play or sexual exploitation. Significant risk to the person can be assumed if investigation indicates a possible abduction, violence at the scene of abduction, or signs of sexual abuse.
 - e. In a life-threatening situation. The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all- night truck stop for a teenager, or an outdoor environment in inclement weather for a child of any age or

missing elderly person.

- f. Absent from home for more than 24 hours before being reported to law enforcement as missing. While some parents may incorrectly assume that 24 hours must pass before law enforcement will accept a missing-person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.
 - g. Believed to be with others who could endanger his or her welfare. A missing adult or child in such circumstances is in danger not only of sexual exploitation, but also of involvement in criminal activity such as burglary, shoplifting, and robbery.
 - h. Is absent under circumstances inconsistent with established patterns of behavior. Most children and adults have an established routine that is reasonably predictable. A significant, unexplained, deviation from that routine increases the probability of risk to the person.
- 3. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the person should be considered at risk.
- L. Actions upon determination of unusual circumstances:
 - 1. If it is determined that unusual circumstances are involved in the report of a missing adult or child, the person will be considered at risk, and an expanded investigation, including the use of all appropriate resources, will immediately commence. While all missing-child incidents should be thoroughly investigated, those involving unusual circumstances indicate a heightened likelihood of risk to the child and, therefore, require an intensive response.
 - 2. If appropriate, existing interagency response protocols — including the AMBER Alert system and/or other immediate community notification methods, if available — should be activated. Pre-planned strategies for responding to missing-child reports are essential for successful case resolution. By identifying all the services and resources a region has available to search for missing children, multi-agency agreements can be reached beforehand and promptly activated when the need arises.

Practices:

- A. It shall be the policy of the Lakewood Police Department to thoroughly investigate all reports of missing persons. Additionally this agency holds that every child, under 12, reported as missing will be considered “at risk” until significant information to the contrary is confirmed.
- B. The Lakewood Police Department recognizes that the ultimate success of the missing person investigation is greatly enhanced by a timely response by the initial responding units. Generally, the investigation should begin within two hours of the discovery that the person is, in fact, missing.
- C. Jurisdictional conflicts are to be avoided when a person is reported missing; this is of particular importance when the missing person is a minor. If a missing person either resides in, or was last seen in this jurisdiction, the Lakewood Police Department will immediately initiate the required reporting process. If a person resides in this jurisdiction and was last seen in another jurisdiction, but the law-enforcement agency covering that jurisdiction chooses not to take a missing person report, the Lakewood Police Department will assume reporting and investigative responsibility.
- D. Questions concerning parental custody occasionally arise in relation to missing-child reports. It shall be the policy of the Lakewood Police Department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child(ren) is paramount, members of the Lakewood Police Department will open a case when it can be shown that the child has been removed, without explanation, from his or her usual place of residence.

Procedures:

- A. The initial officer or first responder assigned to the report of a missing person shall:
1. Respond, in a prompt manner, to the scene of the report.
 2. Interview the parent(s) or person who made the initial report
 3. Obtain a description of the missing person including photograph(s) and videotapes.
 4. Verify that the person is in fact missing. Note: A search of the home should be conducted even if the missing child was last seen elsewhere and even if the reporting party has already done so.
 5. All reports of a runaway/missing child under the age of 12 will be responded to in person by Officers and investigated using the missing person policy and checklist. The on-call detective/investigator shall be called out if any evidence of abduction, violence, or sexual abuse is present, or for all missing children under 12 years of age.
 6. If the child is 13-17 years of age and a chronic runaway SOUTHSOUND 911 dispatch will take the report via telephone.
 7. If applicable, confirm the child's custody status. Ascertain whether a dispute over the child's custody might have played a role in the disappearance. Questions regarding whether the reporting party has full legal custody, if the non-custodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent.
 8. Identify the circumstances of the disappearance. Ascertain whether the circumstances surrounding the person's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, as defined in Paragraph C of Section III, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing person's safety in mind and act accordingly.
 9. Determine when, where, and who last saw the missing person.
 10. Interview the individual(s) who last had contact with the missing person. Effective questioning of those individuals who last saw or spoke with a missing child is crucial in the case-assessment process. While seeking information about the child's appearance, demeanor, and actions, officers should also be alert to contradictions or evasiveness by the witness, especially if these statements cannot be readily substantiated.
 11. Identify the missing person's zone of safety for his or her age, developmental stage, physical and mental state. Attempt to determine how far a missing child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.
 12. Make an initial determination of the type of incident. By employing all available assessment tools (i.e., completion of the missing person checklist; interviews with parents, other family members, and friends; statements of witnesses; and search of scene) an officer should be able to reach a preliminary determination regarding the type of case and the need for additional resources.
 13. Obtain a description of the suspected abductor(s) and other pertinent information. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other valuable information.
 14. Evaluate whether circumstances of the child's disappearance meet existing AMBER Alert and/or other immediate community notification protocols. Discuss plan activation with supervisor.

15. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted. There are 6 categories within the Missing Person File. They are disability, endangered, involuntary, juvenile, catastrophe and other. Simply because a child is younger than 18 does not require that the juvenile category be used. The circumstances of the disappearance should govern category selection. Note: NCIC suggests that family and non-family abductions be entered in the involuntary category. Runaways are most commonly entered in the juvenile category unless unusual circumstances exist.
 16. Provide detailed descriptive information to communications unit for broadcast updates.
 17. Identify and interview everyone at the scene. The names, address, home and work telephone numbers of everyone present at the scene, along with his or her relationship to the missing person, should be recorded. If possible, include them in photographs and/or videotapes of the incident scene.
 18. Conduct a thorough search of the scene. With the assistance of additional personnel, a systematic, thorough search of the incident scene should be conducted. If appropriate, officers should obtain written permission to search houses, apartments, outbuildings, vehicles, and other property that might hold information about the child's disappearance. When possible officers should also search a missing child's school locker as well as any computer or electronic messaging systems to which a child has access. Searchers should also be alert for any surveillance or security cameras in the vicinity that may have captured information about the person's disappearance.
 19. Secure and safeguard the area as a potential crime scene. Take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence. In addition to external crime scenes, the missing person's home, and particularly his or her bedroom, should be secured and protected until evidence and identification material such as hair, fingerprints, and bite marks are collected.
 20. Record if the person, especially children, has access to an online computer, cellular telephone, and/or pager. Before making an initial decision that the child has run away, an officer should determine if the child may have left to meet someone he or she encountered while online. Since predators are known to use the Internet to identify vulnerable children, what appears at first to be a runaway case, may, in fact, be a child abducted or kidnapped by someone the child first met online. Additionally, since many children have their own pagers and cellular telephones and may have them while missing, an officer should note these devices during the information-gathering process.
 21. Prepare necessary reports and complete appropriate forms.
 22. Notify Records in order to facilitate WACIC/ NCIC entry.
- B. The supervisor assigned to the report of a missing person shall:
1. Obtain a briefing from the first responder(s) and other agency personnel at the scene. The briefing should be conducted away from family, friends, or any other individuals who may be present. Doing so will allow officers to speak freely about the events that have transpired and pass along initial impressions and opinions that might be misconstrued by others.
 2. Determine if additional personnel and resources are needed to assist in the investigation.
 - a. If the case is that of a missing child OR a determination is made that a criminal act has likely occurred, the Command Duty Officer and Criminal Investigation Unit Commander shall be notified and CIU shall take the lead investigative role in the case.
 3. Consider activation of the AMBER Alert system and/or other immediate community notification methods.
 4. Consider activation of the Pierce County Child Abduction Response Team (PC-CART) if the incident meets any of the following criteria:

1. The non-family abduction of a minor child;
2. The abduction of a minor child with endangerment circumstances. The child's disappearance or abduction shall meet the endangerment criteria if the child's life or well-being is perceived to be at risk due to violence or health conditions, or if the identified parental abductor has a potential for violence or could endanger the child; or
3. Any other child abduction or missing child investigation that requires immediate response in order to protect the well-being of the child.

The PC-CART can be activated through SS911 and the Pierce County DEM Duty Officer, (reference: PC-CART manual).

5. Establish a command post. As a general rule the command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently apart to allow a free exchange of ideas among responders. Using the victim's home as a command post is not recommended.
 6. Organize and coordinate search efforts. The decision whether to conduct a search will be the responsibility of the Command Duty Officer in consultation with the scene supervisor and possibly the Pierce County Search & Rescue (SAR) coordinator.
 7. Ensure that all required notifications have been made. Because dissemination of information is an integral part of the search for a missing child, the supervisor should ensure that all officers, other departments and agencies, and all investigative networks are supplied with accurate details.
 8. Establish a liaison with the victim family. Families of a missing person will experience extreme stress. Supervisors should establish a liaison with the victim family who can explain what investigative actions are being employed and what they can do to assist in the search.
 9. Confirm that all agency policies and procedures are observed. In addition to providing the innovative direction required during a missing person investigation, a supervisor must also ensure that the rules and regulations of a professional law-enforcement organization are adhered to.
 10. Manage media relations; this should take place in accordance with current policies of the Lakewood Police Department and City of Lakewood. It is suggested that if a significant media presence is either present or expected, the appropriate notifications should be made to the Command Duty Officer and the Public Information Officer.
- C. The Command Duty Officer will assess the available information and be responsible for the ultimate decision whether to continue or limit the search for the missing person.
- D. The investigator assigned to the report of a missing child shall:
1. Obtain a briefing from agency personnel at the scene. This briefing should be conducted prior to interviews with family members of the missing person or witnesses who may have been identified during the initial stage of the case.
 2. Verify the accuracy of all descriptive information. The verification process should include all details developed during the preliminary investigation. During the interview process the investigator should be alert to facts or statements that conflict with those gathered by the first responder.
 3. Initiate a neighborhood investigation. A thorough canvass of the neighborhood should be conducted without delay. A record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value. Access should also be made to the Sex Offender Registration list to determine if individuals designated as sexual predators reside, work, or are otherwise

associated with the area.

4. Obtain a brief history of recent family dynamics. Information about family dynamics, obtained from family members, neighbors, teachers, classmates, employers, coworkers, friends, and witnesses, can offer valuable insights into what may have happened to the missing person and where he or she may be found. Records of family contact maintained by law-enforcement agencies, social-service departments, schools, and other organizations should also be obtained and evaluated.
 5. Explore the basis for conflicting information. When preliminary investigative steps have been taken, investigators should "compare notes" with the first responder, fellow investigators, and other agency personnel to identify and work through conflicting information. This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure future case directions.
 6. Implement effective case management.
 7. Evaluate the need for additional resources and specialized services.
 8. Update descriptive information. If it appears that the case will not be promptly resolved, investigators should ensure that the descriptive record, especially that entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks, tattoos, and fingerprints along with additional articles of clothing, jewelry, or unique possessions.
 9. Monitor media relations. While information gained through effective media relations is often of significant value in a missing-child case, investigators should review all notices prior to release to ensure that investigative objectives are not unintentionally compromised.
- E. An officer assigned to the report of an unidentified person, whether living or deceased, shall:
1. Enter the unidentified person's description into the NCIC Unidentified Person File.
 2. Utilize all available resources to aid in identification of the person. The National Center for Missing & Exploited Children; state missing children's clearinghouses; and other organizations, such as state medical examiners, may be of assistance in the identification.
 3. Cancel all notifications after identification is confirmed.
- F. An officer assigned to the recovery or return of a missing person shall:
1. Verify that the located person is, in fact, the reported missing person. An officer should personally verify all returns. The benefits of this practice include assessing the person's safety, gaining intelligence about possible predators, and helping to prevent future episodes.
 2. Secure intervention services, if indicated. These services may include mental and/or physical health examinations and arrangements for family counseling.
 3. Notify the initial reporting person or persons of the well-being, and with permission of the previously reported missing person, or responsible adult the whereabouts and contact information of the person who has been located. There may be instances where the located person does not wish their whereabouts released, in that case, it is important to respect the wishes of the individual.
 4. Arrange, in the case of a runaway or missing child from within department jurisdiction who has been located and who is not wanted on a warrant or other law violation, the return of the child to his or her legal guardian or an appropriate children's shelter. Officers should be familiar with RCW 13.32A.050.
 5. Place, in the case of a runaway from another jurisdiction or from out-of-state who has been located and for whom a warrant exists or for whom an NCIC missing person "hit" is verified, the child in custody, inform the child of the reason for such custody, and arrange for the child's return to their legal guardian or transport

him or her to the appropriate facility for admission. Officers should be familiar with RCW 13.32A.060.

6. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed that describes the child's activities while missing and circumstances of the recovery/return.
- G. Missing persons Checklist: Personnel investigating missing persons are encouraged to the Missing Persons Checklist (Form PSS015) to minimize the risk of overlooking important information and investigative resources for the safe recovery of the missing person.
- H. Lakewood Amber Alert Plan
1. **MISSION:** The Pierce County Regional AMBER Alert Plan is a collaborative effort between Pierce County law enforcement agencies and the Puget Sound media. The goal of the plan is the safe and swift return of children, who are abducted or become missing under specific criteria, by providing accurate information to the public and gaining their assistance in locating the child.
 2. **OVERVIEW:** The purpose of the AMBER Alert Plan is to utilize the radio and television media, to assist the police departments in the recovery of an abducted child. The media will use the EAS (Emergency Alert System), to notify the general public of the AMBER Alert activation and request their assistance. The media will announce the description of the missing child, details of the abduction, abductor information, vehicle information, possible direction of travel and any other information deemed helpful to the investigating agency. The broadcast will advise the public to call 911 with any possible information regarding the alert.
 3. **ADVISORY:** The plan is not meant to dictate how a given agency investigates the report of a missing or abducted child. Each individual agency will be responsible for developing and following their own procedures for the investigation of those types of cases. The Pierce County Regional Amber Alert Plan is to be used as a standardized tool to assist area law enforcement, in the recovery of a child.
 4. **CRITERIA FOR INITIATION OF AMBER PLAN:** There must be enough descriptive information available regarding the victim and suspect, including vehicle involved, to believe that dissemination using EAS will assist in locating the victim, suspect, or vehicle.
 - a. **Victim Criteria: (ALL MUST APPLY)**
 - Victim is under 17 years of age.
 - Victim is not a voluntary runaway (previous history of runaway reports is NOT a sole factor for exclusion).
 - A risk of injury or death to the victim is present, in the judgment of the reporting law enforcement agency investigator.
 - It must be reported to and investigated by a law enforcement agency.
 - b. **NON-QUALIFYING USES FOR AMBER ALERT PROGRAM:** Based on the above criteria, the following situations would not qualify for AMBER ALERT activation:
 - Missing children believed to have run away from home.
 - Missing child taken by non-custodial relative in a child custody case.
 - Lost children
 - Police searches for criminal suspects (murder, bank robber, etc.)
 - Missing elderly and Alzheimer patients.
5. **IMPLEMENTATION PROCEDURES:**
- a. Law Enforcement Investigator verifies possible abduction details with department supervisor and obtains supervisor approval.

- b. The Law Enforcement Investigator completes the standardized AMBER Alert Report, in addition to the required department report(s). Required information:

- Victim name (include any nicknames)
- Victim Age
- Victim physical description (recent photo if possible)
- Victim clothing description
- Victim illnesses and/or medical concerns
- Last location seen (including date and time)
- Any suspect information (name, description, clothing, vehicle, direction of travel, etc....)

[Note: There must be enough descriptive information available regarding the victim and suspect, including vehicle involved, to believe that dissemination using EAS will assist in locating the victim, suspect, or vehicle.]

- c. Investigating agency faxes the AMBER Alert form to SOUTHSOUND 911. SOUTHSOUND 911 then becomes the Center for receiving information regarding the AMBER Alert.
- d. Upon notification and phone confirmation, SOUTHSOUND 911 will complete the AMBER Alert EAS and Media Notification Script using information contained in the AMBER Alert form provided by the investigating law enforcement agency. SOUTHSOUND 911 will then initiate the AMBER Alert using the EAS system (event code CAE).
- e. Following the initial EAS Alert, broadcasters will immediately interrupt normal programming with a pre-recorded AMBER Alert Signal, followed by the details contained in the AMBER Alert. Broadcasters may use the nationally recognized AMBER Alert sounder while relaying details of the incident. Broadcasters are expected to rebroadcast the information contained in the AMBER Alert 4 times an hour for the first 2 hours, reducing to 2 times an hour for the next 4 hours, then once an hour until cancelled by the initiating law enforcement agency or at the media discretion if longer than 24 hours.
- f. Citizens with information about the case provided in the AMBER Alert will be instructed to contact 911. The local 911 centers will document calls and information on the standardized AMBER Alert Tip Sheet, and forward it to the investigating jurisdiction.
- g. Updates will be phoned and/or faxed, by the agency initiating the alert, to SOUTHSOUND 911 as they become available.
- h. If the Law Enforcement Investigator requires a statewide alert, they must access the statewide alert system through WSP Pierce Call Center (see state plan).
- i. The law enforcement agency that is in charge shall monitor the effectiveness of the alert and determine the length activation is needed.

6. CANCELLATION PROCEDURE:

- a. The initiating law enforcement agency will notify SOUTHSOUND 911 if recovery is made, or alert is cancelled.
- b. Upon receiving notification from the investigating jurisdiction canceling the AMBER Alert, SOUTHSOUND 911 will initiate an administrative EAS message (using the ADR code) canceling the EAS AMBER Alert.
- c. The Media may cover any news of the abduction within its normal news guidelines, but will not compromise the alert plan with updates or information other than what they receive from the initiating law enforcement agency, via the official alert protocols.

- d. Following the recovery of the child and the completed investigation, a copy of the case will be submitted to the Review Committee, as soon as is reasonably possible, without jeopardizing the case investigation and any criminal prosecution.
7. ACTIVATION – STATEWIDE ALERT
- a. Local law enforcement agency will compile the initial information and determine if the incident meets the criteria for a local Amber Alert and/or a statewide alert.
 - b. The supervisory officer will complete the Amber Alert Information Form (WSP Tip Sheet) and forward (faxed) it to the WSP Communications Center in Pierce County.
 - c. WSP will verify the information to be released and notify the Washington State Emergency Management Division (EMD), Dept. of Transportation (DOT) and Washington State Patrol Access – in turn ACCESS will notify all law enforcement agencies and the seven other WSP Communications Centers in the state.
 - d. EMD will be responsible for notifying media through the Emergency Alert System (EAS).
 - e. DOT will utilize the roadway reader boards to provide information to the public within the limits of space and message duration. The DOT may also utilize highway advisory radio to provide the information.
8. CANCELLATION – STATEWIDE
- a. Upon locating the child, or when appropriate, the activating law enforcement agency will notify WSP Communications to cancel the Washington State Amber Alert.
 - b. WSP Communications will notify the EMD to send a cancellation message and the DOT to discontinue the reader board alerts. Media outlets will receive the cancellation message through the activating law enforcement agency.
9. PIERCE COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT (DEM): At the request of the local Law Enforcement lead Investigator; the DEM duty officer will do a partial activation of the EOC located at the DEM office for direction and control by the lead law enforcement agency. DEM will provide:
- a. PIO Support
 - b. Volunteers to man EOC phones
 - c. Any logistical support requested by lead agency
10. REVIEW COMMITTEE
- a. The review committee will be comprised of a representative from each law enforcement agency in Pierce County, one being the chair person. Additional members will include:
 - 1. One Communications Center representative
 - 2. One member of the Central Puget Sound Local Area Emergency Communications Committee
 - 3. One Emergency Management representative
 - b. The review committee will receive a copy of the AMBER Alert Activation case, as soon as is reasonably possible.
 - c. The committee chair will schedule a meeting of all the members.
 - d. The review committee's role will be to ensure that the protocols of the activation are being followed.

- e. Upon completion of the review, the committee chair will provide a written response to the investigating agency, outlining the findings and recommendations of the committee.

I. SILVER ALERT

A Silver Alert is a variation of the EMPA which is issued for a missing endangered person age 60 or older. The procedure listed in section V above is followed for Silver Alerts. For purposes of a Silver Alert the definition of a "missing endangered person" is expanded to include a person who has been diagnosed as having Alzheimer's or dementia.

- J. The BLUE ALERT system is effective as of June 7, 2012. The system's purpose is to quickly notify the public about an offender suspected of injuring or killing a law enforcement officer.

The investigating law enforcement agency may request activation of the BLUE ALERT system when it believes that:

- (a) A suspect has not been apprehended;
- (b) A suspect may be a serious threat to the public;
- (c) Sufficient information is available to disseminate to the public that could assist in locating and apprehending the suspect;
- (d) Release of the information will not compromise the investigation; and
- (e) Criteria to ensure that releasing the victim information is proper, as to avoid improper next of kin notification.

"Law enforcement officer" is defined broadly to include:

Police officers, the attorney general and the attorney general's deputies, sheriffs and their regular deputies, corrections officers, tribal law enforcement officers, park rangers, state fire marshals, municipal fire marshals, sworn members of the city fire departments, county and district firefighters, and agents of the department of fish and wildlife. "Law enforcement officer" also includes an employee of a federal governmental agency who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and who has statutory powers of arrest.

The following criteria must be satisfied in order to qualify for a BLUE ALERT.

1. A BLUE ALERT should occur within 4 hours of the event, which qualifies it under the criteria unless circumstances or the timeliness of the information warrant otherwise.
2. There must be enough descriptive information available that BLUE ALERT activation should assist in improved safety of the public and apprehension of the suspect(s). Include as much of the following information as possible:
 - Where the assault took place;
 - A specific physical description of the suspect(s) to include clothing worn when last seen; height; weight, age, hair and eye color, hair length, and any addition distinguishing physical characteristics;
 - Description of any weapon(s) used in the assault;
 - Description of the vehicle (can include color, make, model, license number, and approximate year.
3. The initial investigating officer will immediately notify their supervisor upon determining a BLUE ALERT may be necessary. If the supervisor agrees a BLUE ALERT is warranted, he/she will contact a Commander and Detective Supervisor for review and approval.

Once authorized, the following steps will be taken:

Procedures in 7 above will be followed for statewide activation.

Cancellation of a BLUE ALERT will be on authority of the Chief of Police or his designee.

****See Pierce County Amber Plan Activation Flow Chart at the end of this manual.**

41.2.6 Domestic Violence Response

Principal: The Lakewood Police Department follows the intent and direction of [RCW 10.99.030](#). When officers respond to, or on-view, domestic violence situations they will enforce the laws allegedly violated and protect victims or complaining parties.

Practices:

- A. Initial Response:
 - 1. Once safe to proceed, officers will determine if probable cause that a crime has been committed exists.
 - 2. Officers shall determine if the involved parties meet the definition of a family or household members as defined in [RCW 10.99.020](#).
 - 3. Officers shall exercise arrest powers when appropriate.
 - 4. Officers shall provide information that explains their rights as well as resources available to them.
 - 5. If a crime occurred, and the parties meet the definition of a family or household member, a report shall be written, regardless of an arrest or not.
 - 6. In addition to a general report, officers shall complete a Domestic Violence Supplemental form, obtain handwritten statements from victims and witnesses, obtain a medical release waiver, and should take photographs of any visible injuries or damaged property.
 - 7. If officers are not able to establish probable cause that a crime occurred, the incident may be documented via MDC notes.
- B. Follow Up:
 - 1. The Special Assault Section (SAU) generally conducts all follow up investigations on reports of domestic violence. The SAU supervisor is responsible for reviewing cases to establish if they should be assigned for follow up or forwarded to the appropriate prosecutor's office.

41.2.7 Responding To Persons with Mental Illness

Principle: People with mental illnesses function in day-to-day life, often going without being noticed. The continued development of psychotropic medications has allowed many to be freed from some or all of the symptoms of mental illnesses. However, when a mental illness has gone undiagnosed or untreated, often law enforcement professionals become the first responder to people suffering a mental crisis or episode. This standard is intended to provide officers with guidelines to allow them to recognize and give appropriate service to individuals in these situations.

Practices:

- A. Mental Illness Recognition: Listed below are some of the symptoms for the mental illnesses that law enforcement officer most frequently confront in a first responder role. This information was gathered from the National Institute of Mental Health
 - 1. Panic Disorder: People with panic disorder have feelings of terror that strike suddenly and repeatedly with no warning. Common physical symptoms are feeling sweaty, weak, faint, dizzy, tingling or numbness in the hands, feeling flushed or chilled, nausea, chest pains, or a smothering sensation. Panic attacks generally peak within 10 minutes, but may last much longer.
 - 2. Obsessive-Compulsive Disorder (OCD): People with OCD experience anxious thoughts or rituals that feel that they can't control. The disturbing thoughts or images are called obsessions, and the rituals that are performed to try to prevent or get rid of them are called compulsions. There is no pleasure in carrying out

the rituals; people are only trying to get temporary relief from the anxiety that grows if they don't perform them.

3. Post-Traumatic Stress Disorder (PTSD): PTSD is a debilitating condition that can develop following a terrifying event. People with PTSD often experience nightmares and disturbing recollections during the day. They may also experience sleep problems, feel numb or detached, be easily startled, or feel irritable.
4. Bipolar Disorder: People with Bipolar Disorder experience dramatic mood swings called episodes of mania and depression.
5. Symptoms of Mania: Increased energy, activity and restlessness; Excessively euphoric mood; Extreme irritability; Racing thoughts; Little sleep needed; Poor judgment; Spending sprees; Provocative, intrusive, or aggressive behavior; and Abuse of drugs and/or alcohol.
6. Symptoms of Depression: Lasting sad, anxious, or empty mood; Feelings of hopelessness or pessimism; Decreased energy, a feeling of fatigue; Difficulty concentrating, remembering, or making decision; Sleeping too much or unable to sleep; Unintended weight loss or gain; Chronic pain or other persistent bodily symptoms that are not caused by physical illness or injury; and Thoughts of suicide.
7. Schizophrenia: People with schizophrenia often suffer symptoms that include; distorted perceptions of reality, hallucinations and illusions, delusions, disordered thinking, neglect of basic hygiene, and a "blunted" emotional expression.
8. Psychosis: This is a severe or acute psychotic condition that leads to hallucinations and/or delusions. Psychosis may be a symptom of Bipolar Disorder or Schizophrenia.
9. Excited Delirium: This condition is most often associated with substance abuse or mental illness. In almost every case, police are called because a subject is behaving in a bizarre fashion and is unresponsive to verbal direction. As police move to take custody of the individual a violent struggle ensues and police use some form of restraint to try and maintain control. Individuals struggle against the restraints and then lapse into tranquility. When checked, they have been found not to be breathing and efforts at resuscitation are futile. Common behaviors related to Excited Delirium include:
 - Unbelievable strength and endurance
 - Imperviousness to pain
 - Ability to offer effective resistance against multiple officers
 - Removal of clothing, or subject presents partially clothed or naked
 - Bizarre and violent behavior
 - Aggression
 - Hyperactivity
 - Extreme Paranoia
 - Incoherent shouting
 - Grunting or animal-like sounds while struggling with officers

The following characteristics may also be present:

- Perspiration, victims are often described as drenched in sweat. (Occasionally the subject will not be sweating at all. This is usually due to a documented side-effect with certain prescribed mental health medications.)
- Foaming at the mouth
- Drooling
- Dilated pupils

- B. Available Community Mental Health Resources: Officers receive information about available community mental health resources during the mandated refresher training discussed in Section F of this section.

C. Referring a person who is the subject of a report of threatened or attempted suicide to a mental health agency.

1. The legislature finds that law enforcement officers may respond to situations in which an individual has threatened harm to himself or herself, but that individual does not meet the criteria to be taken into custody for an evaluation under the involuntary treatment act. In these situations, officers are encouraged to facilitate contact between the individual and mental health professionals in order to protect the individual and the community. While the legislature acknowledges that some law enforcement officers receive mental health training, law enforcement officers are not mental health professionals. It is the intent of the legislature that mental health incidents are addressed by mental health professionals.
2. Referrals to a mental health agency pursuant to this policy should be limited to instances where:
 - A person is the subject of a report of threatened or attempted suicide; and
 - The responding officer(s) believe, based on their training and experience, that the person could benefit from mental health services;
 - The person does not consent to voluntary mental health services;
 - The person is not involuntarily committed or involuntarily transported for a mental health evaluation under RCW 71.05; and
 - The person is not being transported to a hospital or jail.
3. Procedure
 - Upon responding to a report of threatened or attempted suicide where all of the aforementioned criteria are met, the primary officer is encouraged to refer the person to Greater Lakes Mental Health, 9330 59th Ave SW, Lakewood WA 98499, 253.581.7020.
 - Referrals should be made via written documentation, and should be flagged with “MH” in the MDC entry. Additionally referrals should include sufficient narrative for the mental health agency to understand the nature of the call, the behavior of the individual, and prioritize their level of response.
 - Referrals by written documentation can be supplemented with a phone call or dispatch referral to Greater Lakes Mental Health, 9330 59th Ave SW, Lakewood WA 98499. Phone calls or dispatch referrals should not be a substitute for written documentation referrals. Phone calls or dispatch referrals should be noted in the written documentation, including the date and time of the referral, and to whom the officer spoke.
 - Referrals made by written documentation only, without a phone call or dispatch referral to Greater Lakes Mental Health should be processed in as expeditious a manner as practicable. [RCW 71.05.458](#) requires the mental health agency to attempt to contact the person as soon as possible, but not more than 24 hours (excluding holidays and weekends) after receiving the referral from law enforcement, to determine whether mental health intervention is necessary.
4. Best Practice Option: Where available, law enforcement agencies are encouraged to ask their local mental health agency to produce reasonably-sized paper handouts available to responding law enforcement officers to leave with a person in crisis that provides the person with information on mental health services available in the area.
5. Liability - [RCW 71.05.120\(2\)](#): Peace officers and their employing agencies are not liable for the referral of a person, or the failure to refer a person, to a mental health agency pursuant to a policy adopted pursuant to section 3 of this act (HB 1448, Chapter 158, Laws of 2016) if such action or inaction is taken in good faith and without gross negligence.

D. Dealing with the Mentally Ill: The Police Executive Research Forum provided the information below.

1. General Approach and Interaction: In general officer should use the following practices when interacting with people who have a mental illness.

- Remain calm and avoid overreacting
 - Be helpful and professional
 - Follow procedures indicated on medical alert bracelets or necklaces
 - Indicate a willingness to understand and help
 - Speak simply and briefly, and move slowly
 - Remove distractions, upsetting influences and disruptive people
 - Be aware that the uniform and equipment may frighten the person
 - Recognize that the a delusional or hallucinatory experience is real to the person
 - Announce actions before initiating them (exception may be when taking combative person into custody)
 - Do not force discussion
 - Do not maintain direct, continuous eye contact
 - Do not touch the person unless necessary for safety
 - Do not express anger, impatience or irritation
 - Assume the person that does not respond cannot hear
 - Do not mislead the person to believe that officers on scene think or feel the way the person does
2. Involuntary Custody Evaluation: [RCW 71.05.150\(4\)](#) allows a peace officer to cause a person to be taken into custody and immediately delivered to an evaluation and treatment center or the emergency department of a local hospital.
 - a. When: Whenever an officer receives information that as a result of a mental disorder a person presents an imminent likelihood of serious harm or is in imminent danger because of being gravely disabled.
 - b. Use of Force: [RCW 9A.16.020](#) states that any person may use force to prevent a mentally ill person from committing and act dangerous to any person, or in enforcing necessary restraint for the protection or restoration to health of the person, during such period only as is necessary to obtain legal authority for the restraint or custody of the person.
 - c. Documentation: Mental health professionals must have "specific facts" presented in the police report in order for them to proceed in the mental health evaluation process. Officers will be sure to include all facts to indicate why the person was an imminent danger and will include any information regarding repeated and escalating patterns of behavior.
 1. If all the necessary information cannot be included on the Mental Hold form, the officer will complete a typed narrative as soon as practical after clearing the call and FAX the additional information to the mental health professional.
 - d. Notification Requirement: Whenever an officer places a combative into custody for a mental evaluation the officer shall check the box on the Mental Hold form requesting the written results of the mental health professional's investigation.
 3. Excited Delirium: If an officer is responding to a suspected case of Excited Delirium one of the most important steps they must take is to immediately request medics respond and stand-by until the individual is restrained. Once in custody and deemed a safe situation for medical personnel, then the subject should be checked out by the medics.
 4. Practices for Interrogations: The Constitution requires that the Miranda warnings be comprehended, not simply administered. If an officer doubts a person's capacity to understand his or her rights, in order to make an informed decision about whether to initiate questioning, the officer should ask the person to explain each of the Miranda warnings in his or her own words, and make a record of the person's explanations.

- E. Entry Level Training: All new employees receive training in dealing with persons that have mental illnesses as part of their orientation.
- F. Refresher Training: The Lakewood Police Department provides refresher training to all employees at least every three years. This training includes the identification of available community mental health resources.

41.3 EQUIPMENT

PHILOSOPHY: The Lakewood Police Department recognizes that our dedication to high standards creates the need to provide equipment that supports the efforts of our members. It is also important to ensure efficiency and cost control through the care and maintenance of the equipment.

41.3.2 Patrol Vehicle Equipment

Principle: The patrol vehicle is one of the Lakewood Police Department's most valuable tools. In order to ensure the patrol vehicle is continuously available for deployment the following practices shall apply.

Equipment: Please refer to Vehicle Equipment Table in the Appendix.

Practices: Maintenance and Replenishment of Supplies

- A. Vehicle Inspections: Each officer shall perform an inspection of their assigned vehicle prior to each shift and at the end of each shift. The inspections will include:
 - 1. Check equipment and supplies and ensure that he/she has adequate rations for the shift. The Fleet Coordinator ensures that adequate supplies of all required equipment are available.
 - 2. Check the interior of the vehicle and the trunk for contraband or personal property.
 - 3. Check the vehicle for damage.
 - 4. Ensure cleanliness by removing trash or debris.
- B. Required Fuel Level: No employee shall leave a patrol vehicle at the end of his/her shift that has a fuel level below half a tank without supervisor approval.
- C. Engine Preventive Maintenance: Officers shall refrain from leaving the engine running on department vehicles for extended periods of time when parked in routine situations. Cones, barricades, and flares may be used as alternatives to extended use of vehicle emergency lighting equipment. Officers shall not leave the engine running on a department vehicle when the officer is not in a position to observe the vehicle regardless of whether the vehicle is locked.
- D. Vehicle Maintenance/Repair: The routine maintenance and any repairs of vehicles or vehicle equipment will be coordinated by the City of Lakewood Fleet Coordinator.
 - 1. Damage: Any member discovering damage to a department vehicle will immediately report the damage to their supervisor.
 - 2. No personnel will modify their department vehicle without prior authorization from the Assistant Chief.

41.3.3 Vehicle Safety Restraints

Principle: In compliance with state law and the City policy, all members of the Lakewood Police Department shall wear a seatbelt when operating any city-owned vehicle. Additionally, personnel are to follow these guidelines:

- A. Child Safety Restraint Seats: Whenever a child that is legally required to be in a child restraint seat ([RCW 46.61.687](#)) is transported by a member of the Police Department in a city-owned vehicle, the child shall be properly secured in an approved child restraint seat. If the vehicle is equipped with front passenger air bags, the child restraint seat will not be secured in the front seat.
- B. Prisoner Transports: Refer to Standard 70.1.1.
- C. All Other Passengers: All passengers in any city-owned vehicle shall comply with state law and wear a seatbelt at all times the vehicle is being operated.

41.3.4 Authorized Personal Equipment and Apparel

Principle: All issued authorized equipment and apparel for officers/CSOs is listed in their respective collective bargaining agreements. Only authorized equipment and/or apparel may be used. Officers are responsible for the maintenance and upkeep of all authorized equipment and apparel they use. Equipment and apparel are expected to be functional, clean, and worn or carried as authorized. The following practices shall apply:

Practices:

- A. All equipment/apparel that has been provided by the Lakewood Police Department will be signed for by the employee upon issuance and shall remain the property of the City of Lakewood. The employee will be responsible for the cost of issued gear that is not returned to the City at its request.
- B. Replacement or Repair:
 - 1. The Lakewood Police Department will replace/repair equipment/apparel purchased by the Police Department when the item becomes worn, lost, or destroyed as a direct result of the performance of the employee's duties.
 - a. Negligent Conduct: If a piece of equipment/apparel that the department issued to an employee is damaged, destroyed, or lost due to an employee's intentional, reckless, or negligent conduct the employee may be required to replace the item.
 - 2. The employee will complete a Quartermaster Issued Property Replacement/Repair Request form and obtain a supervisor's approval for the request. The request form will then be submitted to the Quartermaster for processing.
 - 3. No member shall alter, repair, or in any way change, add to, or remove any parts or accessories of any city owned property without permission from his/her immediate supervisor.
 - a. Alterations to authorized, personally owned equipment must be approved by the employee's supervisor.
- C. Non-Issued Equipment and Apparel: Supervisors will ensure uniformity of all non-issued equipment and apparel used/worn by their employees to prevent inappropriate or substandard items from being used/worn. The care, maintenance, and replacement of these items is the responsibility of the employee.
 - 1. Non-issued headgear: Authorized, non-issued headgear to be worn with the department uniform shall consist of either a baseball type cap, knit watch cap, or dress uniform hat. All headgear must be approved and authorized for wear by the Chief prior to wearing with the department uniform.
 - a. Baseball cap: The Baseball Cap shall consist of a blue cap with department logo or patch on the front.

Officers may elect to have their name or unit number sewn on the back (rear) of the cap. No other sewing or insignia is allowed. This cap may be worn in all seasons.

- b. Knit Watch Cap: The Watch Cap shall be a black or dark navy blue knit cap with blue and white lettering or department logo on the front. Officers may elect to have their name or unit number sewn on the back (rear) of the cap. No other sewing or insignia is allowed. Alternatively, a plain dark navy blue or black knit cap may be worn, provided it has no commercial logos or other insignia affixed. The Watch Cap may only be worn during inclement weather, which is defined as cold temperatures, rain, snow, ice, and/or strong winds. In all cases, the on-duty shift supervisor has discretion on determining whether the cap can be worn.
- c. Dress Uniform Hat: The Dress Uniform Hat shall be of the same design and manufacturer as designated by the Chief. The hat may only be worn with the dress uniform shirt and not with the jumpsuit or 5.11 style shirt. This hat may be worn in all seasons.

41.3.5 Protective Vests

Principle: The Lakewood Police Department issues protective vests to all fully commissioned officers. The intent of the department is to reduce the risk of serious injury to its officers. Therefore it is mandatory for all personnel in police uniform to wear the protective vest at all times while providing law enforcement services in the field.

- A. Non-uniformed Officers: The protective vest is optional when not in uniform, except in the following circumstances:
 - 1. When serving a search and/or arrest warrant and there is a potential for violence.
 - 2. When contacting a suspect associated with any crime of violence.
 - 3. When directed by a supervisor.

41.3.7 Mobile Data Computer (See City Index 500-05)

Principle: The Lakewood Police Department's personnel are equipped with laptops/ Mobile Data Computers (MDC) that allow for transmission of electronic messages both terminal to terminal, multi-terminal, and between terminal and SOUTHSOUND 911 Communication's Computer Aided Dispatch System (CAD). They are intended for police operations and not as a personal communication tool. Users of the MDC shall be ACCESS certified and follow the rules and guidelines as set forth in this Standard.

Practices:

- A. Members of the Lakewood Police Department may use the MDC's for official business related purposes only. The message sending capabilities shall not be used for transmission of information that promotes:
 - 1. Discrimination on the basis of age, gender, marital status, race, creed, color, religion, national origin, sensory, mental or physical disability, or sexual preference.
 - 2. Sexual harassment.
 - 3. Personal political views.
 - 4. Any unlawful activity.
- B. No one but trained, authorized members of the Police Department shall access or otherwise make use of the MDC's.
- C. No member shall attempt, in any manner, to circumvent the security system of the MDC.

- D. No member shall tamper with, or attempt to repair, any hardware component for which he/she has not been specifically trained and assigned to maintain and/or repair.
- E. No member shall modify, reconfigure, add to, or delete from any software application, operating system or peripheral device unless specifically trained and assigned to do so.
- F. No member shall knowingly make a fictitious, unauthorized, anonymous, or inaccurate entry into the MDC data base and/or message handling system.
- G. No member shall knowingly make use of, turn off, or log off any computer terminal to which he/she is not logged on.
- H. No member shall make use of any other individual's security password as a means of security access to any computer.
- I. No member shall record, disseminate, or cause to be recorded and/or disseminated, any record or records of system security passwords or devices of other persons without the expressed written permission of the Asst. Chief or his/her designee.
- J. Any member who has cause to believe that the computer system security, security file and/or integrity has been violated, compromised, or jeopardized, shall immediately report the same to his/her supervisor.

Responsibility:

- A. Members have no expectation of privacy when utilizing the MDC.
- B. Electronic messages cannot be protected against unauthorized access caused by:
 - 1. User's failure to maintain password security.
 - 2. Devices logged onto the system, but left unattended by users.
 - 3. Messages forwarded to others by recipient.
 - 4. Messages printed at locations where individuals other than the intended recipient may view.
 - 5. Messages directed to the wrong recipient.
- C. It shall be the responsibility of supervisors to enforce this policy and to monitor messages being sent by employees.

41.3.8 Opioid Overdose Medication

- A. Administration of Opioid Overdose Medication

Officers may administer opioid overdose medication in accordance with the protocol specified by the health care practitioner who prescribed the overdose medication for use by the officer ([RCW 69.41.095](#)) and the drug manufacturer's specific instructions.

- B. Opioid Overdose Medication user responsibilities

Officers who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Officers should check the medication and associated administration equipment periodically to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Special Operations

Sergeant.

Any officer who administers opioid overdose medication should contact SS911 as soon as possible and request response by EMS.

C. Opioid Overdose Medication reporting

Any officer administering opioid overdose medication should detail its use in an Enforcer report.

The Special Operations Sergeant will ensure that the SS911 Records Supervisor is provided enough information to meet applicable state reporting requirements.

D. Opioid Overdose Medication training

The Special Operations Sergeant should ensure training is provided to officers authorized to administer opioid overdose medication.