

Patrol SOP	Subject
C.02.01	Felony/Adult

DISCUSSION: The following procedure is required for all felony filings.

REPORTING:

PAPERWORK TO COMPLETE:

IN-CUSTODY FORMS/FILING

- Certification of Probable Cause
- S. I.R.
- Case Report
- Statements
- Criminal history

The forms above will be submitted to the court prior to the suspect's first appearance.. Any additional forms required will be completed after the first appearance if the suspect is held in custody. These forms are generally completed by the detective after the first appearance.

* NOTE YOUR POSITION ON RELEASE OF THE SUSPECT ON THE S.I.R.

IF YOU WANT THE SUSPECT HELD, SAY SO AND WHY.

NON-CUSTODIAL FORMS/FILING

- Certification of Probable Cause
- S.I.R.
- Officer comment sheet
- Criminal history
- Case report
- Follow-ups
- Statements
- Photographs
- Lab reports, etc.

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If there is more than one defendant, the defendants can be listed on the same charge sheet. One copy of the case report, follow-ups, and statements are needed in the filing packet, however, each individual suspect must have the following:

- SIR
- Officer comment sheet
- Disposition sheet
- Criminal history

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Patrol SOP	Subject
C.02.02	Felony/Juvenile

DISCUSSION: The following procedure is required for all juvenile felony filings.

REPORTING:

PAPERWORK TO COMPLETE:

IN-CUSTODY FORMS/FILING

- Certification of Probable Cause
- Case report
- In-take sheet
- Mug and print at Kent Corrections Facility (Felony and Gross Misdemeanor may be mugged and printed).
- SIR
- Criminal History
- Juvenile referral form

A COMPLETE FILING PACKAGE IS NEEDED BY THE NEXT DAY AT NOON.

NON-CUSTODIAL FORM/FILING

- Certification of Probable Cause
- Juvenile referral form
- Case report
- Follow-ups
- Statements
- Photographs
- Lab reports, etc.

A COMPLETE SINGLE FILING PACKET IS REQUIRED FOR EACH DEFENDANT.

* REMINDER: A copy of the juvenile referral form will be sent to records and placed in the case file. This is the investigating officer/s responsibility. If juvenile is booked into King County Youth Center a superform (SIR) must be completed.

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Patrol SOP	Subject
C.02.02	Felony/Juvenile

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Patrol SOP	Subject
C.02.03	Misdemeanor/Adult

DISCUSSION: The following procedure is required for all adult misdemeanor filings.

REPORTING:

PAPERWORK TO COMPLETE:

IN-CUSTODY FORMS/FILING

- Complete case report
- Booking form (submitted at CKCF)
- Citation
- Personnel number in the signature box of citation
- On back of citation "I hereby incorporate Kent Case #16-xxxx by reference".
- Sign back of cite

At large misdemeanor filings will not require a booking form be completed.

In a DWI arrest, there are additional forms that need to be filled out. The following are to be included:

- WA State DUI arrest Report
- Datamaster slip/results

REMINDER: DO NOT write the BA reading in the "BAC LEVEL" box on front of citation.

It is suggested that the officer advise correction staff when they enter the facility of any special request such as:

* If the arresting officer needs additional fingerprints: full hand, palm, sides -- Reason/example: Forgery/Criminal investigation

* Special pictures -- Reason/example: For another agency or for identification purposes.

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* Additional mug shots -- Reason/example: Special bulletin, montage, etc.

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Patrol SOP	Subject
C.02.04	Misdemeanor/Juvenile

DISCUSSION: The following procedure is required for all juvenile misdemeanor filings.

REPORTING:

PAPERWORK TO COMPLETE:

IN OR OUT OF CUSTODY FORMS/FILING

- No citation
- Juvenile referral form
- Case report
- Follow-ups
- Lab reports, etc.
- Statements and photographs

NOTE: Victim statements needed on ALL assault cases. A complete single filing packet is required for each juvenile defendant. The completed report with the juvenile referral attached should be submitted to the supervisor for review/approval. It is the responsibility of the investigating officer to forward a copy of the juvenile referral form to be filed with the master case.

REMINDER: If a juvenile is booked into the King County Youth Center a superform (SIR) must be completed and presented at the time of booking.

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Patrol SOP	Subject
C.02.05	Filing Packet/Order

DISCUSSION: The following is a suggested order for compiling the suspect's filing packet.

REPORTING:

ADULT

- Certification of Probable Cause
- S.I.R.
- Officer comment sheet
- Criminal history with rap sheets attached
- Case reports
- All follow-ups in date order
- All statements
- Evidence logs
- Photographs
- Lab reports, etc.

JUVENILE

- Certification of Probable Cause (SIR)
- Juvenile referral form
- Officer comment sheet
- Case report
- All follow-ups in date order
- All statements
- Evidence logs
- Photographs
- Lab reports, etc.

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Patrol SOP	Subject
C.02.06	Filing Packet/Format

I. SUSPECT INFORMATION REPORT (S.I.R./ "Superform")

A. Upper half of form

1. Be as complete as possible.

- a. Most of this information is on the booking form.
- b. Some information can be gained from F.B.I. sheet or S.I.S. (State Identification System) check.
- c. Some questions must be asked, time in county, own real property, living with, union, etc.

B. Criminal Record (convictions)

1. Do S.I.S. check.

- a. Do not rely on this as it is not always correct/current.

2. Send R.O.I.R. (Reply Only If Record) teletype.

- a. Do only for serious offense.

3. Have records check local agencies.

- a. This for less serious offenses.

C. Active probation or parole.

1. Phone DOC for adult probation and parole.

- a. Probation & Parole (Washington State)

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C.02.06	Filing Packet/Format

- b. Obtain names of probation/parole officer and how to contact.
- c. Reason for probation or parole.
- d. The suspect will often lie when asked this question.

D. Objection to release

1. Objection.

- a. It is felt that he will flee the area due to facing prison or jail.
- b. Stated he would not appear for court.
- c. It is felt that he will commit further offenses due to prior record. At the time of his arrest, he was facing the same type of charge with other agencies.
- d. It is felt that he or others will be harmed should he be released.

2. No Objection.

- a. Is currently employed and long time resident.
- b. It is felt that they will appear when so ordered.
- c. This is the first offense.

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Patrol SOP	Subject
C.02.07	Weekend in Custody/Felony

DISCUSSION: Recent changes have mandated that probable cause hearing for suspects in custody take place within 48 hours. This has resulted in probable cause hearings being held on Saturdays at KC District Court.

RESPONSE: Kent PD in-custody probable cause hearings will be done without transporting prisoners. Information will be submitted to the court electronically. Felons arrested by Patrol between 1200 hours Friday and 1430 hours Saturday will need the following paperwork completed, approved and forwarded to Records so they can prepare the paperwork to be faxed.

1. SIR (superform) completed with probable cause spelled out. (Don't forget to sign the SIR.)
2. Fill out the "Law Enforcement Objection to Release." If there is no objection to release, then the person should be released and there will be no need for the probable cause hearing.

If Detectives have been called out relating to the arrest/investigation, they will forward the paperwork to Records if the detectives have established probable cause. If patrol has established probable cause and the suspect has been arrested prior to Detective arrival, the arresting officer must complete the SIR and forward it to Kent Records or using INGRESS.

Persons arrested after 1500 hours Saturday will have their PC hearing on Monday at District Court. Special Probable Cause Hearings occur on 3-day weekends and other holidays. The District Court Administrator will notify police agencies of the cutoff dates and times. If no communication has been received by the Department, the arresting officer is responsible for completing this task, or its proper delegation.

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Patrol SOP	Subject
C.02.08	SUPERFORM (SIR)

DISCUSSION: The Superform is a multipurpose form used for the booking and filing of criminal charges that are both felony and misdemeanor in nature.

RESPONSE:

1. Felony investigation arrest.

The arresting agency must complete both sides of the Superform. The victim data section must be completed for the following offenses:

*Domestic violence

*Assault

*Harassment

*Stalking

*Rape (related offenses)

If form is completed before booking, the officer should make four (4) copies of both sides, not copying the victim portion.

The original and three (3) copies should be left at the jail at the time of booking. If Superform is completed at the jail, copies will need to be made for distribution.

2. Felony case referrals (suspect at large)

Complete top half of first page (shaded portion on the left side)

3. Warrant Arrests

Arresting officer only needs to fill out pertinent information on the shaded portion of first page.

4. Misdemeanor arrests

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Patrol SOP	Subject
C.02.08	SUPERFORM (SIR)

REPORTING: Arresting officer fills out shaded portion of first page and any victim info on lower portion for DV cases and objection to release on reverse side.

For the purposes of Kent Police Dept., the Superform is used for the following:

Felony bookings/filings (including felony fugitive and juvenile court) .

Any misdemeanor bookings into King County Jail.

Any bookings into King County Youth Detention Center.

* Not required to book into Kent Corrections Facility.

The Superform can be completed using INGRESS as well and the officer can forego making the above mentioned copies of the form when this method is used.

REFERENCES:

Superform instructional memo is kept with the Superforms in report writing room as well as on the P: drive.

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Patrol SOP	Subject
C.03.01	Felony (Legal Opinion/Assist)

DISCUSSION: The King County Prosecuting Attorneys and King County Juvenile provide a confidential list of available home numbers of deputy prosecutors available for legal advice/search and arrest warrants for night and weekends. This list also includes the names and home telephone numbers of district court judges in our area.

If an officer determines that they need additional assistance from a prosecuting attorney or judge, this confidential list can be obtained by a patrol supervisor. The list is also available from the detectives unit.

RESOURCES:

King County Prosecutor's Office 206-296-9000

King County Juvenile Office 206-323-9500

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Patrol SOP	Subject
C.03.02	Misdemeanor (Legal Opinion/Assist)

DISCUSSION: In the instance when an officer needs a legal opinion on a pending case, it is recommended that they contact the Kent City Assistant Criminal Prosecutor during normal business hours via telephone or electronic message. In an emergency, the assistant criminal prosecutor can be contacted at home via the records staff. Legal opinions of general topics will require officers to use the KPD legal form and submit the review through the chain of command. The City of Kent Attorney's office can be reached at 253-856-5770 during normal business hours.

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Patrol SOP	Subject
C.04.01	Detective Call Out

RESPONSE: Any investigation that would be better served by having a detective on the scene, or is a serious felony crime, can be justification for contacting the on duty sergeant and requesting detectives be contacted and informed of the situation. After the shift supervisor contacts the detective supervisor, a determination will be made whether detectives are needed to respond to the scene, or whether the detective sergeant need only speak to the officer on the scene and supply what information over the phone is needed as to how to best handle the situation.

Officers on the scene should determine as best they can what would be necessary as regards to the number of detectives needed, so that sufficient manpower can be dispatched to assist.

Below is a list of crimes/situations in which the on-call Detective Sergeant should be contacted by the on duty Patrol Sergeant for notification/consultation:

- Homicides and suspicious death investigations
- Felony assaults with significant injury or likelihood of death
- Sexual assaults with a significant crime scene to process
- Missing persons with suspicious circumstances
- All kidnapping cases
- Any situation where an amber alert has been issued
- All arson cases involving occupied buildings/residences
- Cases involving child abuse/neglect or possible accidents with significant injury or likelihood of death
- All child deaths or near deaths—even if not suspicious in nature, even if it appears accidental, to include SIDS deaths
- Felony property crimes requiring significant manpower requirements to process the crime scene or interview witnesses
- All felonious shootings if someone is hit or there is a significant crime scene to process, this includes drive-by shootings and gang related shootings
- Any felony situation where your ability to process the scene is too much for your available staff and/or expertise (i.e. multiple witnesses or large crime scene).
- Any felony crimes involving a person of notoriety or likely to provoke significant media response
- All officer involved shootings and/or in-custody police/corrections deaths or serious injury.

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C.04.01	Detective Call Out

- Any incident in which serious bodily injury occurs as a result of use of force by officers or corrections officers.

The Detective Sergeant will evaluate the situation and will deploy detectives if necessary, with the primary objectives of ensuring a safe community and providing assistance to the Patrol Division.

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C.05.01	Formal Lineup

DISCUSSION: The formal line up is not frequently used by patrol officers. If, however, an officer determines because the suspect is in custody, that a formal line up is necessary, the officer will contact the detective supervisor who will assign a detective to make the arrangements for a formal line up.

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C.05.02	In Field Show Up

DISCUSSION: The in-field show up occurs when a potential suspect is apprehended shortly after the commission of the crime. In most instances, it is recommended that the victim be escorted to the location where the possible suspect has been located.

All witnesses/victims being asked to complete an in-field show up should be read the in-field instructions form the "blue book" prior to be shown the suspect. Officers should not influence the person viewing the suspect in any way. Officer should make sure the witness/victim states where they recognize the subject from and should ask them if they know the suspect or recognize them from anywhere else. Each victim and/or witness should conduct a separate in-field show up. Do not transport multiple victims/witness together. Each identification must be made independently.

In-field show ups should not be conducted by moving the suspect to the viewing parties. When feasible the suspect should remain in the place where they were located until a determination of probable cause has been made or they are cleared for release. The in-field montage should also be conducted contemporaneous to the location and time of the crime.

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C.05.03	Photographic Montage

DISCUSSION: The following types of photographs may be submitted for a montage to include:

- * DOL photograph
- * Booking photograph
- * Other photograph of suspect

Six photographs of similar subjects and format should be used including the suspect. The photos should be of the same general format i.e. all booking photos or all DOL photos. The six photographs usually will be selected by the investigating officer and given to another officer who is not familiar with the suspect description. The showing officer should use the department photo montage form instructions and submit the form and photos into evidence once complete. The showing officer should then complete a supplemental report detailing the findings.

Photo montages should not be used when the suspect is currently in custody.

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Patrol SOP	Subject
C.06.01	Suspect's Statements

REPORTING: Suspect's statements generally are taken in the following manner:

* Verbally

* Tape recorded

In all instances involving interviewing a suspect, the reading of Constitutional Rights will be completed prior to taking the suspect's statement and should be included in any recording that is obtained.

Utilize:

Format for tape recording suspect's statement form found in the "blue book"

Recorded statements will be downloaded using the dictation module by the end of each shift. Statements will be labeled beginning with the case #, subject's involvement (WIT,VIC,SUS) and last name.

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C.06.02	Victim/Witness/Suspect Statements

REPORTING: The officer generally will question the victim/witness and can take a statement:

* Verbally

* Digital Recording

Once obtained statements will be added to case the case file and if referred to detectives, be included with the referral. Recorded statements will be downloaded using the dictation module by the end of each shift. Statements will be labeled beginning with the case #, subject's involvement (WIT,VIC,SUS) and last name.

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Patrol SOP	Subject
C.07.01	VARDA Request and Setup

DISCUSSION: "VARDA" (Voice Activated Radio Dispatched Alarm, is a small portable alarm system installed at various locations that have a high potential of being targets of criminals.

TACTICS: The alarm is installed at locations that are selected by patrol officers or detectives, that have been targets of repeated burglaries, robberies, or thefts. Informant tips of pending crime locations can be alarmed in a matter of minutes to free officers that would otherwise be used to stake out that area. The sensors vary from trip wires, heat sensors, panic buttons, etc. A radio transmitter is activated that broadcasts prerecorded statements of "crime in progress" at the given location. Response time is reduced, increasing the likelihood of apprehension while in progress. Locations that would otherwise be impossible to protect can now be alarmed. Method of installation is only limited by the imagination of the installer. Maintenance of the device is the responsibility of the installer and needs to be checked at least monthly. Daily setup and take down is done by the representative of the victim business or residence. The VARDA may be used in conjunction with an existing alarm under some circumstances.

When a patrol officer is made aware of a potential victim where a VARDA would be appropriate, they should notify the property crimes/detective's unit/NRT of the victim, a contact person, and their phone number. A brief explanation of the circumstances for the need and suggestions for the proper location of the trips. This can be done by e-mail, a brief note, or in an emergency, a phone call. Do not tell the victim that the alarm will be installed, only that the option is there. Due to the limited number of alarms, they may not be available in all cases. Also sometimes the situation is not appropriate for various reasons. Encourage the victim not tell any of their employees of the installation due to the possibility of an inside job.

RESPONSE: When the alarm is tripped, the message is repeated three times and may continue to broadcast every three minutes till it is turned off depending upon the mode that it is set for. Response to these alarms must be taken seriously for there is a substantial possibility of suspects on location. After the scene is secured, the alarm is deactivated by turning the switch off. If there is an arrest, the alarm may be removed and returned to the detective unit. If the alarm is false, it should

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C.07.01	VARDA Request and Setup

be reset and the installer should be notified. When there are too many false alarms it may be removed.

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Patrol SOP	Subject
C.08	Special Investigations Unit

DISCUSSION: The Kent Police Department Special Investigations Unit (SIU) is responsible for investigating felony related narcotics crime, prostitution and human trafficking cases. They also assist in the investigation of high profile felony cases that require additional manpower or where undercover officers could be used or surveillance is needed.

Case referrals- Drugs

- Drug cases that result in a felony arrest should be INV in Tiburon accompanied by a Felony referral form and criminal history
- If a drug arrest is made and the total amount of narcotics seized is less than 3 (total); an officer can elect to cite for an appropriate misdemeanor crime such as Possession of Drug Paraphernalia, Possession of Legend Drugs, etc. Even though a citation is issued, the case still needs to be INV to SIU with a green sheet and a copy of the citation.
(REASON: Per King County Felony Filing Guidelines (2016), the KCPA has made the decision to expedite felony drug cases under 3 grams (possession cases only). Citing for misdemeanor charges through Kent Municipal court helps elevate the time for patrol with not having to drive to Seattle for transports, paperwork, etc. It helps Detectives with not having to fill out filing packets which essentially are dropped to misdemeanor charges anyway, and have more control over the investigation.)
- When in doubt of what to do with a drug case, INV and send a felony referral form to SIU
- Field test all narcotics prior to submitting them into evidence and referring the case. This includes Marijuana. Narcotics are also to be weighed prior to submission, without packaging.
- If the arrestee provides related narcotics information and/or expresses interest in working with a SIU detective; relay the appropriate information on the green sheet. **DO NOT** address this information in the case report associated with the arrest unless it pertains directly to the investigation at hand and/or could become exculpatory evidence.
- When intel is presented to an officer that will be relayed to the SIU Sgt. Officers should collect basic information about the source and potential

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suspects. This includes but not limited to names, addresses, phone numbers, social media, vehicles, locations of narcotics transactions, and any other information relating to how the narcotics are being trafficked

Case referrals- Prostitution/Human Trafficking

- These cases can become complex investigations. One of the many core crimes in these investigations is Rape and should be handled as such.
- Prostitution/ Human Trafficking cases should be INV to SIU accompanied with a Felony Referral Form
- If information amounting to the various crimes associated with Human Trafficking/ Prostitution is provided to an officer; Detectives will be interested in basic information about the victim, witnesses, and potential suspects. This includes but not limited to names, address, phone numbers, social media accounts, processes used to advertise victims, locations where victims had been trafficked along with their last known location
- If the victim consents to providing information from their cell phone, social media accounts etc., try to obtain passcodes and follow procedures set forth by policy, SOP, case law, and our computer forensics team (Moore)
- If the situation or investigation requires special expertise that cannot be managed or handled by patrol, please contact the SIU Sgt or an assigned Detective for guidance and assistance

Intel from Contacts relating to Drugs, Prostitution or Human Trafficking

- In the past the Kent Police Department utilized multiple processes to include NARS reports to pass on information to the drug unit about potential drug information. With the advances of technology, the department has resorted to passing on information via email, phone, in person contact etc.
- In the past, NARS reports were tracked and assigned. After the last few city annexations, the amount of drug complaints/ information comes in so frequently that attempting to follow up on every complaint in a timely fashion

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is not feasible. The SIU Sgt essentially vets information and disseminates it to Detectives, NRT or patrol.

- Officers have the ability to contact a SIU Detective directly to pass along information. That information is then disseminated throughout SIU.
- Drug information should be passed along to SIU so it can be vetted through WSIN to make sure it is not an active case worked by Kent PD or an outside Agency.
- Prostitution and Human Trafficking information, in most cases, should be documented in a police report and forwarded to SIU. Reason: these crimes usually involve the crime of Rape or another class B or A felony. If information is obtained concerning people potentially being involved in this illegal activity, but there is no specific substance (articulable facts), an email or phone call to the SIU Sgt or Detective will suffice.

Search Warrant Procedures (See SOP C.09.01 for search warrant procedures)

Plain Clothes Operations

- Plain Clothes operations are different than working in an Undercover Capacity (UC). Plain clothes officers/detectives are in street clothes, have basic equipment and drive unmarked vehicles in order to conduct surveillance, follows and witness criminal activity up close. They are capable of making contact with the public while readily identifying themselves as police officers. During plainclothes operations officers must have their ballistic vest and means to visibly identify themselves with them at all times.
- UC is when an officer/detective makes contact with the public assuming the identity of a criminal with a cover story in order to further a criminal investigation. Has a "cover" hence, undercover.
- Undercover work should not be authorized unless the officer/detective has completed proper official training (example, 80 hour UC course sponsored by the CJTC) and the operation is approved through a Commander or higher.
- Officers wanting to work a detail in a plain clothes capacity must obtained Sergeant approval prior to deploying

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- Normally when working a plain clothes operation, it is preferred that first contact with a suspect(s) is done by a marked unit so not to confuse the fact you are the police
- Unmarked vehicles are available for use through the SIU Sgt. These vehicles should not be used in an enforcement capacity (jumping out and detaining/arresting suspects) unless there is an immediate call/reason to act. They are to be used to get close to suspected criminal activity, conduct surveillance, and to blend in with the public. Two reasons for this. First it exposes the vehicle(s) as belonging to the police department hampering SIU investigations along with creating future safety risks for detectives and confidential sources when used in an enforcement role. Secondly, the suspect(s) are more apt to reach "fight or flight" because they become confused as to whether they are being robbed or actually being contacted by the police

Seizure of money, vehicles and real property

- All seizures are initiated through SIU, specifically the SIU Sgt. The seizure process can be initiated through four avenues; Uniformed Controlled Substance Act, Firearms Forfeiture, Felony Forfeiture, and the Money Laundering Act. The burden of proof that the state must prove is by the preponderance of the evidence (more likely than not)
- The purpose of seizures is to impact offenders financially to stop their criminal enterprises. Example, if a drug dealer is arrested and found to possess a large amount of narcotics and money; the seizure process can help supplement narcotics enforcement. The officer is removing/recovering a large amount of narcotics intended to be sold on the street, but also impacting the offender's ability to purchase more narcotics with the intent to sell it on the street in the future.
- In most cases, the seizure process initiated by patrol is through drug investigations where the involved party(s) were involved with the facilitation of narcotics, transportation of narcotics and/or in possession of suspected proceeds from narcotics sales.

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- Some factors that the initiating officer needs to address that can be used to help support a drug seizure, but are not limited to; criminal histories, incriminating statements made by the defendant, the amount of narcotics possessed the actions and circumstances witnessed by law enforcement, and their employment history and current status.
- It is imperative to lock in the defendant's story at the time of detainment/arrest/seizure so the state can prove or disprove their statements. A more in depth financial investigation will start once the seizure process has been initiated.
- The seizure process begins at the time the property is taken into custody by law enforcement. At that point notice has to be provided to all parties with a potential vested interest within 15 days. Because of this, the SIU SGT must be notified immediately in order to start the process.
- If a vehicle is potentially seized, make sure the key to the vehicle is provided to the SIU Sgt at the time of referral. A side note, if there are monies owed on the property, we also seize the debt. Example, if an officer has reason to seize a brand new vehicle recently purchased for 50k and is making payments, the police department seizes the outstanding debt as well.
- Search warrants on potentially seized vehicles or suspect vehicles need to be completed by the officer as soon as possible in order to provide time to initiate the seizure process. Furthermore the evidence contained within the vehicle is needed to help support this process
- When in doubt concerning whether you are able to seize money, vehicles, or real property; contact your immediate supervisor and/ or the SIU SGT

Confidential Informants/ Street Sources

- A confidential informant (CI) is a documented asset with the Kent Police Department who has entered into an official agreement to assist law enforcement while being compensated. This compensation comes in the form of not having potential criminal charges filed, leniency with potential criminal charges, or through monetary means. All activities, work, and compensation is recorded and documented in their file in order to show compliance with the official agreement and records his or her reliability during

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criminal investigations. This information can become discoverable when charges are filed and has to be kept up to date

- All CI's are signed up and managed by SIU.
- A street source is not a documented asset of the Kent Police Department and is not legally obligated to assist law enforcement. A street source provides information to law enforcement voluntarily to assist with potential criminal investigations.
- Unlike CI's, street source information is not specifically or required to be documented in a file. However like with CI's, it is the responsibility of law enforcement to prove the street source's reliability if their information is relied upon to further a criminal investigation (Aguilar- Spenili test). Stating in a police report that the street source has been "reliable" in the past; the officer must be able to provide specific examples to support such a statement (a defense attorney will attack this information during informant based investigations)
- Anytime statements are made by the street source, eye witness accounts made by the street source, and/or actions made by the street source which cannot be corroborated or seen by law enforcement and they are relied upon during a criminal investigation; the street source becomes a witness and key component to the investigation. Again it is the responsibility of the officer/detective to be able to provide specific details showing the source is trustworthy and has a basis of knowledge about the information provided. In many cases such as this, the identity of the street source may need to be disclosed. Any information that can be considered exculpatory must be disclosed. (Example, source was charged with lying to the police in the past. The source was also responsible with committing the crime investigated) .

Any operations involving the use of street sources or confidential informants is subject to adherence to the established Kent Police Policy and current case law.

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Patrol SOP	Subject
D.01.01	Labeling Evidence

DISCUSSION: Basic requirements in evidence marking

RESPONSE: The property/evidence being submitted shall either be placed within a suitable evidence container such as a heat sealed bag, paper bag etc., or tagged with an evidence tag. The evidence/evidence tag should then be marked with the following information, case number, item number, offense, Officers name, and date/time submitted.

* Do not engrave firearms - or other items - evidence tag is sufficient.

All sealing and closures will be initialed by the submitting officer.

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Patrol SOP	Subject
D.01.02	Secure Evidence Garage

DISCUSSION: Evidence items can vary greatly in size and condition. Items that are large or cannot be processed immediately, i.e., wet or blood-soaked, can be placed in the secure evidence garage. Vehicles seized as evidence and requiring additional processing may be placed in the secure evidence garage.

RESPONSE: Officers having evidence to place in the secure evidence garage must contact the patrol supervisor. The patrol supervisor will review the need to use this area and log the key out from records. If approved, the patrol supervisor will make access available to the officer. The patrol supervisor must comply with the logging procedure to ensure chain-of-custody requirements. Patrol supervisors should accompany officers placing items into this storage area.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
D.01.03	Evidence for Court

DISCUSSION: The following guideline relates to the request, receiving and return of evidence for the purposes of court presentation.

RESPONSE: Officers should make requests for evidence needed for court presentation at least two (2) days prior to court date. This request can be made by either department E-mail or written memo, the officer should provide the case number and a list of item numbers along with descriptions of the items needed. Officers will sign for the evidence in the chain of custody section of the original evidence log which will accompany the evidence to court. Upon returning the evidence, the officer will again sign the chain of custody section of the evidence log releasing the evidence back to the custody of the evidence section.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
D.01.04	Found Property Rights Form

DISCUSSION: Basic requirements outlining reporting and disposition of found property.

RESPONSE: All items submitted into property facility as found property will generate a case report. In incidents involving found property in which a citizen finder has been contacted and identified a Kent PD Found Property Rights Statement will be completed.

* The found Property Rights Statement does not apply to items that are illegal to possess or to motor vehicles (I.E. minibikes, snowmobiles, etc.)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
D.01.05	Arrestee Property

DISCUSSION: Officer's will routinely have to take custody of arrestee's property when they are taken into custody. In most cases this is small property that can be placed into the small property of the subject at the jail.

In the event the arrestee has a large item, such as a bicycle. The item will have to be entered into Kent evidence for safe keeping. Officers can make arrangement to have associated take control of the arrestee's property but this should be with the consent of the arrestee and documented in the FI/case report associated with the arrest. This is to alleviate any liability for claims of loss once the subject is released.

Backpacks, large purses and knives are not allowed in most correction facilities. These items must be searched and packaged in accordance with Kent Evidence policy and entered into evidence for safekeeping.

ADDITIONAL FACTORS: If meeting an OSA that has arrested a subject being booked into the Kent Jail the property associated to the subject will become the responsibility of the Kent officer. If this property cannot be placed in the subject's property at the jail a case report will be generated and the item/s entered into Kent Evidence. It is advisable to have the original arresting agency search the property in the event there is contraband at the original time of arrest that may lead to charges in their jurisdiction.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.01.01	Booking Adults

DISCUSSION: The Police officer (transporting or arresting officer) shall do a complete and thorough search of both male and female prisoners prior to entering the intake area of the Corrections Facility. The prisoner will be cuffed and all personal property will be removed from their person upon entry to the intake area. The Police officer will then complete the intake form (Kent Police Department Suspect/Arrest Report). This form will include all pertinent information about the prisoner (if prisoner is uncooperative/combative advise the Corrections staff who can place prisoner in a holding cell until they are more cooperative).

The Police officer will enter the booking room with the prisoner at which time the Corrections intake officer will conduct a pat/clothing search of the inmate and will place all property and currency in a secured location. The intake officer will at this time determine the identity of the prisoner and will assess the need to either place in a holding cell or allow them to be seated in the waiting area.

The Corrections intake officer will determine if the arrest/confinement of each prisoner is being effected by lawful authority, and that all legal documents authorizing incarceration become a part of the prisoner's current record. It shall then be the responsibility of the Police officer to provide the completed Kent PD Suspect/Arrest Report which is also the booking form utilized by the Corrections staff. This form will be completed and a copy made by the Police officer (copy machine available in booking area). The original of the booking form will be included with the case report and: turned into the immediate patrol shift supervisor for approval and a copy of the form will be left with the booking officer for processing the prisoner.

ADDITIONAL FACTORS: The Police officer will complete the booking process and issue any applicable citations and return to assigned duties as soon as possible. The Police officer may request that the individual be required to post bail, however, it shall be at the discretion of the corrections supervisor whether the person shall be held on bail or released on a personal recognizance .(P.R.).

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.01.02	Disorderly/Combative/Intoxicated/Adult

DISCUSSION: All disorderly/combative prisoners will be accepted into the Kent Corrections Facility for booking purposes. The only exceptions are:

Injuries and medical reasons. This is a situation that mandates the prisoner to receive medical attention prior to entry into the Kent Corrections Facility.

The prisoner has been arrested for DWI and the Data Master reading is .25 or above and the second test reading is also .25 or above. In this instance the prisoner could have serious medical complications/alcohol poisoning. At this time the corrections shift supervisor will consider the other criteria prior to a decision to accept or reject a prisoner for incarceration. Has the person other charges? If not can they be released to a next of kin or other acceptable person? If a subject is to be cleared for booking by a medical facility the officer should explain to the attending medical staff the need for clearance for booking. Once medically cleared for booking subjects can generally be accepted into CKCF even when above a BAC of .25. A copy of the medical clearance form and discharge instructions should be given to the corrections staff with the booking paperwork.

Knowledge of the person's past. Ability to comprehend and respond to questions and navigate. After taking all into consideration, the corrections shift supervisor will make the final decision on whether or not to accept the prisoner.

If a person is alcohol affected the corrections officer can request a BA reading regardless of their arrest status. Any time a prisoner is rejected, a written message will be directed to the facility administrator stating the reasons for the rejection.

ADDITIONAL FACTORS: The disorderly/combative prisoner will be placed in a holding cell and secured lawfully by restraints if necessary to prevent injury to self or to others. The use of hand and leg restraints are both options to be utilized for the control of the prisoner.

In the instance where the Police officer has arrested a person for domestic violence or assault and a no-contact-order has been requested or, the officer wants notification of the victim that the person is going to be released, the corrections staff needs this to be noted in the Kent Police Department Suspect/Arrest Form

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.01.02	Disorderly/Combative/Intoxicated/Adult

under "Notation to Jail Staff". The Police officer should provide the victim's full name, DOB, address and phone number so that corrections staff can notify said victim prior to release of the suspect. This is particularly applicable in the instance of domestic violence assaults.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.01.03	Transporting Adults

DISCUSSION: Police Officers will transport all warrant transfers, federal prisoners, felons, mental health concerns, intoxicated persons and/or other prisoners who pose a potential physical or security risk. Corrections Staff will transport all other prisoners not falling into the above category -- generally misdemeanors only.

All inmates will be handcuffed prior to leaving the Facility for transport using either handcuffs or a combination of handcuffs and belly chains. At no time will an inmate be cuffed to any portion of vehicle during transportation.

Emergency Transport of Inmates: When advised of a medical emergency, an inmate will be transported by ambulance or fire department vehicle. The inmate will be accompanied by a corrections or police officer for security/custody purposes and the recording of any information for medical treatment. The following corrections policies will govern the type of staff to accompany transported inmates.

Initial Transport-

In the absence of police availability a corrections officer will accompany all prisoners during transport and will maintain custody.

Misdemeanants-

A corrections officer will manage custody and transport involving misdemeanor offenders.

Felons-

A police officer will accompany or will be summoned to assume custody from a corrections officer for felony offenders who are transported away from the Facility, for whom custody must be maintained.

ADDITIONAL FACTORS: Due to staffing considerations the transporting of prisoners to and from the King County Jail generally will take place during the overlap between swing shift and graveyard. Notification for transporting prisoners to or from the Kent Corrections Facility will be the responsibility of the corrections

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.01.03	Transporting Adults

staff so that appropriate arrangements can be made to return the prisoner to King County or transport prisoners back to the Kent Corrections Facility.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.02.01	Booking/Transportation/Juvenile

DISCUSSION: When a juvenile is taken into custody, the booking procedure can involve the transportation of the suspect to King County Juvenile Detention Center, where they will be processed. The fingerprinting/mug shots of the juvenile will be taken at the Kent Corrections Facility (gross misdemeanor or felony only). In the event the juvenile is processed for prints and photos officer must obtain a Juvenile Offender (JO) number from records.

* Contact Corrections staff prior to entering the facility as they are required to remove all adults from the booking area when a juvenile is present. Additionally, juvenile prisoners cannot be transported with adults.

ADDITIONAL FACTORS:

If the parent or guardian can be contacted, it is suggested that in most cases the officer release the suspect to the responsible adult. In the event the officer is unable to contact a responsible adult to take custody of the juvenile the officer will obtain approval from their shift supervisor as to the transportation of the suspect to King County Juvenile. If a responsible adult is going to take custody of the juvenile, it shall be the officer's responsibility to maintain control of the juvenile preferably in one of the holding cells at the Kent Police Department. The juvenile will be visually checked every 30 minutes by the officer or designee if placed in a holding cell. If the juvenile is placed in an interview room, an officer will stay with the individual at all times. Officers must follow policy and law in regard to detention of juvenile status offenders.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.02.02	Disorderly Combative Juvenile

DISCUSSION: A juvenile under arrest, who is disorderly/combative shall be restrained in the appropriate manner with the use of handcuffs/flex cuffs. The officer may then charge the juvenile under the appropriate city or state statute for violations relating to their conduct. In NO INSTANCE, will the officer allow juveniles who have been taken into custody (arrested) to sit in their passenger seat nor will they allow detained/arrested juveniles to be secured in the back seat without following appropriate handcuffing procedures.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.03.02	Search Incident to Arrest

DISCUSSION: When an officer arrests a subject they have the right to search that subject for weapons and/or means of escape, tools of the crime, fruits of the crime, contraband, and/or destructible evidence if the subject is to be booked into a correctional facility. Items in the immediate control of the suspect, such as purses and backpacks may also be searched prior to being placed into evidence or the arrestee's property at the jail.

TACTICS: Upon arrest, the prisoner should be immediately handcuffed, (hands placed behind the back). Conduct the search from behind to reduce any risk of assault. Before beginning the search, ask the subject, "Do you have any needles or razor blades or anything I can cut myself on?" If so, remove those items first. Use a search routine that you use each and every time. Check hats, behind the ears when covered with hair, expose neck chains so you know what's hanging from them. Check the belts and buckles that can be used as weapons or contraband storage. Conduct a thorough groin search. Check all the way down into any boots and if you think the situation warrants it, remove shoes to be sure there is nothing hidden there. When searching the opposite gender, try to have another officer observe the search in order to reduce the potential for complaints. After transport to the jail, be sure to check the prisoner area of your patrol vehicle. Since you cleared that area at the beginning of your shift, anything found there was dropped by your prisoner. Clear that area after every transport.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.04.01	Warrant Service/Fugitive from Justice (out of state)

DISCUSSION: When an officer takes a fugitive from another state into custody, they shall confirm the warrant with the state of origin. In the event the warrant is confirmed the officer will take suspect into custody. The following steps must then be taken:

Officer should have the originating agency fax or email a copy of the warrant. This should be included with a completed Superform and a copy of the case report for booking the subject into KCJ/RJC. The charge the subject is booked on is being a fugitive from justice, not the charge on the warrant. The officer should then fax or email a copy of these documents to the KC fugitive unit prior to the end of shift.

REPORTING: A case report will be required to take an out of state fugitive into custody.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
E.04.02	Warrant Service/OSA

DISCUSSION: When an officer takes a subject into custody, they shall confirm the warrant prior to making a custodial arrest whenever possible.

The following options include:

Contact via dispatch the agency the warrant originated from and do an infield exchange of the prisoner. Some surrounding agencies have direct booking agreements which require Kent officers to book arrestees into facilities other than CKCF. The following agencies have reciprocal direct booking agreements into the listed facilities:

KCJ/RJC-KCSO, agencies "on the chain"

SCORE-DOC, Auburn, Renton, Federal Way, Des Moines, Tukwila

ADDITIONAL FACTORS:

When serving arrest warrants at residences it is recommended that the time between 10pm -6 am be excluded as this may be considered unnecessarily intrusive.

REPORTING:

Warrant arrests require a FIR be completed.

Subjects with Kent warrants should be arrested and booked into CKCF. Exceptions to this should be approved by a patrol supervisor.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.01.01	Notice of Infraction (NOI)

DISCUSSION: Attached is an example of a complete (NOI) cite, the officer shall follow this format when issuing Notices of Infraction. NOI's are used for non-criminal civil infractions.

ADDITIONAL FACTORS:

1. Provide the green copy of the citation to defendant upon signature and release.
2. NOI placed in supervisor's "in" tray for review/approval.
3. Notes shall be complete and concise and include items marked
4. The newest address as provided by the defendant or documentation is to be given on the face of the citation under "address". If the address is new, the matching box is to be marked at the right side of that line of the citation.
5. If there is an associated police report, add the following;

Case # 16-xxxx incorporated by reference then sign at the bottom with original signature.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.01.02	Criminal Non-Traffic Citation

DISCUSSION: The officer shall follow this format when issuing such citations. Criminal Citations are completed for misdemeanor and gross misdemeanor crimes.

Complete all appropriate form fields. At a minimum the subject must be able to be accurately identified as well as the crime committed by the information on the front of the citation.

1. On back write, "Case# 16-xxxx incorporated by reference." Sign original signature at bottom.
2. Complete a Master Case Report and attach cite and place in supervisor's "in" tray for review/approval.
3. The newest address as provided by the defendant or documentation is to be given on the face of the citation under "address". If the address is new, the matching box is to be marked at the right side of that line of the citation.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.01.03	Criminal Traffic Citation

DISCUSSION: The officer shall follow this format when issuing such citations. Criminal Citations are completed for misdemeanor and gross misdemeanor crimes.

1. Complete a Master Case Report and place citation in supervisor's "in" tray for review/approval. If the entire case can be articulated on the back side of the citation a case number will not be drawn and the narrative can be completed on the citation itself. This should be reserved for simple crimes without any witnesses other than the officer, such as DWLS or NVOL.
2. On the back of first page write, "Case #16-xxxx incorporated by reference" Sign at bottom with original signature.
3. The newest address as provided by the defendant or documentation is to be given on the face of the citation under "address". If the address is new, the matching box is to be marked at the right side of that line of the citation.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.01.04	Void or Dismiss-Citation/Notice of Infraction

DISCUSSION: There are occasions when a citation or NOI will be issued in error such as a case of false or mistaken identity or when the citation is damaged from weather and is no longer legible. Subsequent information will outline and identify the steps that must be taken to void or dismiss a citation or NOI.

RESPONSE:

Cites/NOI's can only be voided if all the copies are accounted for and with the original. The officer should prepare memo to the patrol Commander explaining the reason for voiding the citation/NOI. The memo should be reviewed by the patrol sergeant first. This can be done via E-mail. The cite/NOI should be submitted to the sergeant with a copy of the memo attached.

Cites/NOI's can be dismissed upon completion of the following: Cites/NOI's can only be dismissed by the city prosecutor's office upon request of a sergeant. Prepare a memo via E-mail to the sergeant. List the citation/NOI number, the defendant's name, the crime, and the reason for the dismissal. A copy of the dismissal request should be sent to the Commander. Attach a copy of the E-mail to the cite/NOI and submit it to the sergeant.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.02.01	Computer Assisted Dispatch (CAD)

DISCUSSION: Kent patrol officers utilize a Computer Aided Dispatch (CAD) program. The current iteration is called MobilCom. Officers will be trained on MobilCom use during FTO and are expected to use its functions as appropriate. The main feature provided by CAD is the large amount of radio traffic that can be eliminated by its use.

Officers should use CAD as much as practical. Instances where this would be appropriate is routine out of car activities like briefing, follow ups without suspect contact or arriving on scene at a cold call. Officer should refrain from CAD use while running code or in situations where the use of the radio provides valuable situation awareness to others involved.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.02.02	Online Resources

DISCUSSION: There are a myriad of online resources available to patrol officers that are accessed through both in car and desktop computers. These tools are often maintained by OSAs or non LE agencies that have vested interest in law enforcement. These tools enable patrol officers to be more efficient and have more information available than ever.

The following is list of resources and their general purpose:

Tiburon Automated Reporting System (ARS)- Report writing, Kent data including corrections

DOL DAPS – Department of Licensing’s driver and plate search

INGRESS- King County Sheriff’s Office portal- Felony filings to include online Superform, KC inmate look up, PAO case status, AFIS (fingerprint analysis) requests

LINX- Consolidated LE database of field contacts, case reports and other subject, vehicle and location contacts documented by participating agencies.

RAIN- Similar to LINX

LeadsOnline- Nationwide pawn shop database

Site Plans- Detailed maps of apartment complexes, motels and other locations that serve large groups of people. These often contain gate codes as well as locations of fire box keys or blocked entrances.

These databases are only to be used within the course of business and for work purposes only. Users who are no longer using a database will inform the individual maintaining the users of the database to remove their access immediately.

Permissible use violations and data security breaches will be reported to the individual maintaining the users of the database immediately, who will then report the violations to the security department of that database.

Effective:	09/01/16
Revised:	09/17/19

Patrol SOP	Subject
F.02.02	Online Resources

ADDITIONAL FACTORS: When using the databases that refer to information from other jurisdictions the database should not be named in any case reports. The officer should only use it as a cross referencing tool and when necessary obtain a copy of the document referenced from the originating agency if required to support investigative steps or probable cause findings.

Effective:	09/01/16
Revised:	09/17/19

Patrol SOP	Subject
F.03.01	Radio Usage

DISCUSSION: All officers will speak in a clear and professional manner on the air and will minimize transmissions to those necessary to fill the duties of their job.

COMMON TERMS:

Closed Air

No other air traffic except pertinent information related to the specific incident should be transmitted on the designated frequency. The majority of closed air will occur on a TAC frequency, however, situations do occur where it may not be practical to switch the incident to a TAC frequency - in that case, the primary frequency will be closed. An example of this is a pursuit or any "officer needs help" type of incident.

The closed frequency will remain closed until the shift supervisor or officer in charge advises to "open" it. In the event that no one has directed it to be opened and everything sounds under control (i.e., Code 4, Suspects in custody), the dispatcher may inquire of the shift supervisor/officer in charge if the air can be opened.

In the event of a primary frequency being closed, and an officer related or not related to the incident comes upon an emergency, the initial transmissions will be allowed on the closed air. When safe to do so the situation will immediately switched to another TAC frequency if unrelated to the original air closure. Officers/dispatchers involved in an incident on a closed frequency should keep their transmissions brief and pertinent - the intent of closed air is to allow only the information necessary to get the situation safely/successfully handled. Long, wordy transmissions by dispatchers and officers can only lend to the important/timely transmissions being covered or not broadcast - THERE MAY BE ONLY ONE CHANCE TO ASK FOR HELP.

The dispatcher will advise the sergeant of any calls that cannot be held and the sergeant will advise as to which officers will handle the situation.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.03.01	Radio Usage

Restricted Air-

All air traffic on a restricted frequency will be kept at a necessary minimum. The intent of restricted air is to allow the dispatchers to accomplish designated tasks that are associated with emergency situations as well as assure air time to potentially dangerous situations.

The following are transmissions allowed on restricted air:

- * Initiating traffic-plates will be run, but no response will be given unless there is a "hit."
- * Clearing traffic
- * Code-4 advisements
- * Emergency advisements
- * Any change of status

The following are transmissions not acceptable on restricted air:

- * Signing out for breaks/lunch
- * Running names, articles, VIN's, plates - except when calling out on traffic
- * Requests for phone calls

ABC'S OF RADIO PROCEDURES

- A - Accuracy - information
- B - Brevity - brief and simple
- C - Courtesy - voice control

- *Think before transmitting
- *Mike 2 inches from mouth
- *Key mike one second before talking

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.03.02	Status/Assist Codes

DISCUSSION: Officers may determine during any given situation that they need additional assistance.

The following are the status/assist codes available and the perimeter that each officer should follow when requesting additional police assistance.

TACTICS:

Code 1

Officer requests one additional officer to the location. This is a non-emergent response. The officer is to drive with traffic to be available to the primary officer/incident as a cover officer in most cases. This can also be used to increase police presence in the event the contacting officer believes the presence of another officer would increase officer safety.

Code 2

Two officers are needed to respond immediately to assist the requesting officer. This is a lights and siren type of response and the air should be restricted. The primary officer is experiencing some problems and additional officers are needed to calm the situation and are vital to primary officer's safety.

Code 3

Three officers or more are needed immediately at the requesting officer's location. This request is dispatched by using the alert tones and closing the primary frequency. The requesting officer is in danger of being seriously injured or possibly killed and no other detail or incident is more important. Nearby police agencies are to be notified of the incident so that any officers that happen to be close by may respond.

Code 4

This code signifies the officer is safe and the situation is under control. This advises other units that they are no longer needed at the scene/incident.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.04.01	DOL Printouts/Photos

DISCUSSION: If an officer requests a DOL Printout on a subject through records staff the officer shall provide the full name, including middle initial and date of birth or OLN. The records staff will email the DOL information to the requesting officer.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.04.02	Teletypes

DISCUSSION: Teletypes to outside Police agencies are a frequent tool that can be utilized to notify other agencies of recent incidents/criminal activity in the City of Kent. The teletype will be composed by the police officer and approved by the shift supervisor.

Some agencies require a teletype to perform an OSA assist such as checking a residence for a subject or for the registered owner of a vehicle. Additionally, some arrest warrants (DOC) require a "locate" be sent via teletype before they will fax it to the correctional facility where the suspect is being booked. Officers are responsible for contacting Kent records directly to have these requests sent.

The records specialist will send the teletype/bulletin to the agencies/region/ and/or states requested by the officer.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.04.03	Records Requests (VALLEY COMM)

DISCUSSION: Valley Communications retains records of incoming 911 calls as well as radio traffic from incidents that can be useful to patrol operations and investigations. They retain each type of record for a specific amount of time and have established a process for obtaining copies of the records.

Recordings of incidents are only kept for 90 days. CAD histories are available for 3 years. Officers should be aware that Valley Comm handles incoming requests from the public before officer or agency requests as they are official public records requests that must be fulfilled by law. Officers should allow two weeks for the processing of any request for a record.

REPORTING: Officers can request transcripts of radio traffic from an incident as well as 911 records and MDT messages by emailing recordsrequest@valleycom.org. The officer must indicate exactly what record they need in the request.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.05.01	In-Station Reports (ISR)

REPORTING: Generally, the ISR Officer will be dispatched to all in station reports when they are on duty. The report is generally referred the district patrol officer where the reporting party will be dispatched to the station to take an ISR unless the ISR Officer or the shift supervisor determines that the incident will be handled by another patrol officer on duty.

If the ISR officer in question is performing this assignment as part of light duty and in the course of a call determines the incident will require a response outside the station or physical contact with a subject, like someone turning themselves in on a warrant, an area car will respond and take over.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.05.02	Pass-On Book

REPORTING: At the end of each shift it is the responsibility of each officer to fill in pertinent information in pass-on book:

- * Beat assignment/ Officer's Name
- * Calls of interest with valued information for incoming shift
- * Suspects who are outstanding and where probable cause exists
- * Officer or victim safety concerns

E-Mail is an option for sharing information on dangerous subjects who pose a danger for officers or the victim and allows photographs and more detail than is typically available to the Pass-on book.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.05.03	Victim Follow-Up Requirements

DISCUSSION: Patrol Officers will re-contact victims after investigation and at the conclusion of an incident to update them of the status of the case. This will occur on any incident in which a crime has occurred and a case report is completed. If there is a case that is closed or cleared on initial contact, victims will be informed at the time of the initial call. Re-contact will be necessary when patrol officers conduct their own continued investigation and/or the case status changes.

Sector commanders will engage victims, politicians and stakeholders in higher profile incidents/issues, and will update the chief and A/Cs during command staff meetings.

REPORTING: Patrol Officers will document the case status explanation provided to the victim in the narrative of their case report. If this is not completed at the time the original report is generated due to additional investigative steps needing to be taken it will be documented on a supplemental case report. Patrol Supervisors are responsible to ensure this documentation is present in the case narrative.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.05.04	Holding Reports

REPORTING: All case reports generated by patrol officers are expected to be completed by the end of their work week. If a case report is taken towards the end of shift, the officer will make effort to complete it on their following shift. If an officer is behind on several reports it is their responsibility to let their beat partners know so they can get caught up. Officers should limit proactive activity when they have unfinished case reports that can be completed.

In custody reports, including supporting supplementals, need to be completed before an officer leaves for the day. This includes a supervisor review of the report prior to leaving.

In special cases where officers are still developing information case reports can be held over days off with a supervisor's permission. In the event this occurs for several days officers should consider closing the report and reopening it with a supplemental once they are back to work.

In the event an officer requests other officer to locate a subject that probable cause exists for their case report should contain enough information for the court to find probable cause if he subject is located.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.01	Master Case Report

DISCUSSION: The Tiburon Automated reporting System (ARS) is the primary means of documenting police activity at the Kent Police Department. The system is linked to the CAD system as well as records, corrections and evidence. Case numbers are generated sequentially with the first two numbers being the two digit year, followed by a dash and then the unique case number. For example #16-1234. The numbers after the dash are usually the only ones broadcast when officers request a case number by radio.

Master case reports, sometimes called originals, are completed in cases where an arrest is made or when police become aware of criminal activity that requires documentation. They can also be used to document lost property or other police involved incidents that require police to document steps they took to solve a problem. Police reports sometimes are used to document facts made known to police during an incident or sequence of events that exposes people and/or businesses to criminal or civil liability. The master case report will contain the information of the victim and the crime known at the time when generated. If suspects are known they also would be placed in the original case report.

The ARS system is composed of several folders which have subsequent tabs. The tabs listed below are the most commonly used ones. The only two required tabs on every police report are the incident and narrative tab. The other tabs are used as appropriate.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.02	Incident Tab

DISCUSSION: The incident tab reflects the location, date, time, place and type of incident that the report is referencing. It also includes what the case number is, who is completing the report, their assignment and the status of the case. In the case of a supplemental report some of the fields are not required but the crime/incident tab must always be completed and should match the original unless the crime/incident is being changed. If the case status is being updated it must also be correctly marked on this field on supplemental reports. For instance, changing "INV" or "C" to "KE".

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.03	Persons Tab

DISCUSSION: The persons tab identifies a person's involvement in the case as well as their identifying information. At a minimum officers should include name (last,first,MI), DOB, race, gender, address and telephone number. For victims, suspects and arrestees officers should also try to obtain physical characteristics.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.04	Vehicle/Vessel Tab

DISCUSSION: This tab reflects the involvement of any vehicles or vessels in a police report. Officer should be as thorough as possible to include know identifying information in this tab.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.05	Property Tab

DISCUSSION: The property tab identifies and classifies property involved in a case or incident. It identified the involvement and disposition of the property as well as any identifying information for the property such as brand or serial number.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.06	Case Narratives

DISCUSSION: Case report narratives are arguably the most important part of a case report. They are detailed account of what the officer completing the report did and observations they made. The purposes of the narrative, and really the police report as a whole, is to establish probable cause when an arrest is made and to create a document that can be used to refresh the officer's memory at a later date.

Narratives need to stand on their own and reflect the pertinent data from the preceding tabs. A person should be able to read the narrative and understand all the elements of the crime, where it happened and people, vehicles or property involved.

In the event of an arrest where there are supplemental reports supporting the probable cause the officer must articulate these facts, at least in summary, in the original case. The officer must also reference whose report contains the specific details. It is the responsibility of the involved officers to coordinate when a report needs to be completed and it should not be left up to chance.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.07	Field Interview Reports (FIR)

DISCUSSION: Field interview Reports (FIR) are used to document contacts officers have with citizens in several instances. They are not as detailed as a case report but can be used to document both warrant arrests and trespass warnings. FIRs are not a substitute for case reports but can be used to document contacts with suspicious subjects or police involvement that more than likely by itself will not directly result in criminal charges. The FIRs can be also used to document associations subjects have to people places and vehicles as well as aliases subjects might go by.

REPORTING: When completing an FIR the officer should explain the nature of the contact as well as the location and facts specific to the incident. The narrative should be written in the first person in most cases and free from grammatical and spelling errors. FIRs should be completed by the end of reporting officers work week. In instances in which a subject is trespassed and there is a likelihood of violation in the near future officers should contact records and ask the trespass be entered immediately and the FIR completed subsequently. In the event an FIR is completed and records is not contacted records will flag the person as trespassed once the FIR is supervisor approved and records reviews it.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
F.06.08	Supplemental Reports

DISCUSSION: Supplemental reports are subject to the same completion requirements as originals. If the supplemental report is in regard to an in custody arrest it should be completed before the officer leaves for the day.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.01.01	Property Damage

DISCUSSION: Property belonging to the City of Kent or private parties is sometimes damaged intentionally or accidentally by officers in the execution of their duties.

RESPONSE: The supervisor should be notified of property damage. Any time that property is damaged by an officer an only blue form will be completed by the employee to document the damage.

REPORTING: Property damaged that belongs to a private party should be documented by case report. Damage to Police property does not require a case report but the supervisor should be notified. Police Property damaged beyond normal issued small items should be documented utilizing the online blue form. This from is routed to Risk Management as well as the supervisor by email after it is completed.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.01.02	Officer Involved Vehicle Collision

RESPONSE: If an officer is involved in an automobile accident (regardless of the extent of damage), the officer will request the immediate shift supervisor to respond to their location to initiate a traffic investigation if it has occurred in or near the City of Kent. When accident occurs outside the City, the investigation will be undertaken by the law enforcement agency within whose jurisdiction the collision occurred.

The supervisor will request a traffic officer to investigate the accident and complete the appropriate paperwork regardless of the extent of damage. If a traffic officer is unavailable, it will be determined by the shift supervisor who will investigate the accident and supervisor will directly supervise the investigation. Where a serious injury or fatality occurs the traffic accident team will be utilized to investigate.

In the event an OSA officer is involved in an on duty collision it will be handled similar to if a Kent officer was involved in the collision. If an on-duty OSA law enforcement official is involved in a vehicle collision within our jurisdiction, the on-duty KPD patrol supervisor will be notified. That supervisor will have the accident investigated by a Traffic Unit officer if available. If there are no Traffic Units on-duty/available, the sergeant will directly supervise the investigation. The sergeant will notify that agency of the incident and condition of their officer. No matter the damage level, an accident report will be taken (do not do a Tiburon report for accidents under the damage threshold for OSAs, that is in-house and only to be done for KPD officer involved collisions under the threshold) and the involved OSA LEO will be provided the case information/investigating officer information so that their agency can request the report upon completion. Make sure that the "On-duty" check box is annotated on the collision report. No infraction or citation will be issued to the OSA LEO at that time and the report will be sent up the chain of command for review. An infraction or citation may be issued at a later time after review and direction from the command staff. The purpose is to provide other agencies the same opportunity that our agency would want to be notified of the collision, conduct a review and handle within their own policies and procedures.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.02.01	Equipment Maintenance

DISCUSSION: When equipment needs repair, the item needing repair should be reported and turned in to facilitate a timely repair or replacement. The responsibility for repair of equipment is divided amongst several people. Your supervisor should be able to direct you to the appropriate person for repair.

REPORTING: When items need repair, it should be reported to whoever is responsible for maintaining the item in writing. If known, the type or cause of the problem should be included in the description. The item should be turned into the responsible party for the maintenance, who can repair or replace it.

Example of items:

Taser

Flashlight

Camera

Digital recorder

Vehicles - the patrol officer will tag the patrol vehicle as out of service on the keyboard noting the particular problem with the vehicle and placing their initials on the memo. A carbon copy of the memo will be placed on the Fleet Sergeants desks so that they can handle any scheduling of repairs.

ADDITIONAL FACTORS: Equipment Rental mechanics have specific tasks to be performed in regard to vehicle maintenance. Modifications or requests for service beyond routine vehicle maintenance are to be routed through the fleet Sergeant.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.02.02	Firearm Maintenance

DISCUSSION: In the event an officer needs another service weapon for duty due to:

Malfunction

Inadvertently left at home residence

Repair

Spare weapons are stored and readily available to patrol sergeant/Commanders who can provide the officer with a weapon on a temporary basis.

REPORTING: It shall be the officer's responsibility to advise of any malfunctions or needed repairs to their department issue service weapon. The officer will be responsible for contacting the Range Master to inform them of the problem so the weapon can be repaired or replaced.

RESOURCES: Contact immediate supervisor/patrol commander

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.02.03	Vehicle Checkout

DISCUSSION: At the beginning of each patrol shift it shall be the officer's responsibility to check/inspect the patrol vehicle they will be operating in the following areas:

- * Operating function of vehicle/need for maintenance
- * Damage
- * Missing equipment

Damaged or missing equipment will be reported to supervisor as soon as possible in writing. Photos of any damage should be taken and included with the written message to the supervisor. Minor maintenance not requiring the skills of a City mechanic will be handled by the officer to keep the vehicle in continued operation. The minor maintenance activities are restricted to:

Adding oil or other lubrication as needed.

Tire changes or installation of equipment necessary due to weather conditions.

The refastening or tightening of equipment which has loosened or is in need of such servicing.

NO EMPLOYEE WILL SERVICE A VEHICLE BY ENGAGING IN WORK NORMALLY RESTRICTED TO A CITY MECHANIC.

ADDITIONAL FACTORS: Items to be restocked in the vehicle shall be the responsibility of the officer. These items are available at the designated stocking location. If a vehicle needs maintenance beyond minor repairs, as in G.02.01 (Equipment Maintenance), the officer will complete a vehicle deficiency form and tag the vehicle out of service on the key rack.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
G.03.01	Shredding Documents

DISCUSSION: Due to privacy expectations and well as record retention laws police documents generated by the officer in the course of an investigation are to be shredded whenever they are no longer being actively used and their contents have been transferred to the appropriate digital management system.

All police-related documents would include copies of the following:

- Teletypes
- Bulletins
- Case reports
- CAD printouts
- DOL/WACIC print outs
- Other sensitive material

PROCEDURE: Sensitive documents should be machine shredded by the officer or placed into a secure locked bin to be shredded by a contracted company. In the event the officer retains a document they should safeguarded from public view secured in compliance with applicable laws.

Any officer generated retained documents, to include field notebooks, are subject to public disclosure. To that end once the notes are transferred to an appropriate case report, field interview etc. they should be shredded as noted above.

Effective:	8/24/17
Revised:	

Patrol SOP	Subject
H.01.01	Aircraft Accidents

DISCUSSION: There are three airports within close proximity of the city. SEA-TAC International Airport is to the North West, Auburn Airport is to the South, and Renton/BOEING field to the North. With a fair amount of aircraft flying overhead, there exists a possibility of an aircraft accident.

RESPONSIBILITIES:

1. In the event there is an accident involving any type of aircraft, the National Transportation Safety Board has primary responsibility for the investigation . Kent Police Department's involvement will be to support the incident commander, usually the Kent Fire Department by:

A. Providing an update/assessment of the situation.

B. Traffic control, when needed by assisting in controlling emergency vehicle travel routes to and from the accident site.

C. Security of accident site.

D. Assistance with evacuation when necessary.

E. The initial Kent Police Department Supervisor to arrive on scene will assume the responsibilities of Kent Police Department's on-scene commander. The Kent Police Department on-scene commander has the responsibility of:

1. Determining the accident location.
2. Size of area involved.
3. Type of aircraft/structure(s) involved.
4. Number of casualties, if known.
5. Military or civilian aircraft.
6. Class of aircraft (Jet engine, prop, etc.)
7. What other resources are needed.
8. Notification of Chief, Mayor, and call out of off duty personnel if needed.
9. I. Establish direct travel routes for emergency vehicles traveling to and from accident scene.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.01	Aircraft Accidents

F. The on-call Duty Officer will respond to the scene and will assume the responsibilities as Kent Police Department's on-scene commander. The Duty Officer will work closely with the Kent Fire Department and will lend any assistance requested. As the other emergency responders arrive, the Kent Police Department's role becomes a support role and may include:

Perimeter Control: Establish a perimeter around the area to keep unauthorized persons from entering.

Traffic Control: Will maintain an open route of travel for emergency vehicles responding to and from the accident site. It may be necessary to:

- 1) Issue a traffic advisory alert.
- 2) Post officers at key intersections.
- 3) Request assistance from other agencies for traffic control.
- 4) Have the tow companies standing by to move blocking vehicles.

G. Investigation: The National Transportation Safety Board has the primary responsibility for the accident investigation. The Kent Police Department's investigation will be handled by the traffic unit supervisor or a designee.

Identification of Witnesses: The initial responding officers may be contacted by witnesses. It is important to identify these persons and to complete a Field Investigation (FI) card on each person contacted. The following are examples of information which the investigators will find useful:

- 1) Time of accident.
- 2) Location of witness at time of accident.
- 3) Weather at time of accident.
- 4) Aircraft direction prior to accident.

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Revised:	

Patrol SOP	Subject
H.01.01	Aircraft Accidents

5) Observations made of plane prior to crash.

6) Anything removed from the site or that fell from the aircraft.

7) Special Considerations:

Military aircraft may be carrying weapons, hazardous material and sensitive equipment. Responders must be aware of the additional risks military aircraft pose. Watch for ammunition, ejection seats, bombs, liquid propellants.

Except for essential emergency personnel, deny access to the site and turn the perimeter over to the military when they arrive.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.02	Earthquakes

DISCUSSION: The Puget Sound area is in a major earthquake fault area and it is very likely the area will experience an earthquake. It is possible that an earthquake may cause a considerable amount of damage.

RESPONSIBILITIES:

1. Field Officers:

A. Shall remain in and make an assessment of their assigned areas. Their primary responsibility is to remain in the field, to observe, estimate, and communicate the overall assessment.

B. As with any emergency, the communications center (Valley Communications) will be very busy with calls. Radio traffic must be restricted to emergency traffic only. The officers will notify Kent Records Section of the damage assessments.

C. If the damage is isolated to a specific area or structure which requires emergency services, the first officer on-scene will assume the responsibilities of the on-scene commander. This officer will:

1) Notify the watch commander

2) Establish a command post and staging area.

3) Will coordinate with the Fire Department and other emergency responders to determine what other Police resources are needed.

4) Upon arrival of the Fire Department, responsibility of incident commander will be turned over to their senior ranking Fire Officer.

2. Watch Commander:

The on-duty or on-call watch commander will respond to the command post and will serve as the Police Department's liaison with the incident commander. The watch commander will also:

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Revised:	

Patrol SOP	Subject
H.01.02	Earthquakes

A. Conduct an availability check to determine the number of employees (on-duty and off) who are available for assignment.

B. Maintain an incident log.

C. Facilitate the damage assessment reports and keep the incident commander appraised of newly reported damage.

D. Notify the Chief and Mayor.

E. Attempt to establish/reestablish communications with:

1) Valley Communications

2) Kent Police Department Records

3) Kent Emergency Management Division

Damage Assessments:

The damage from a large earthquake is likely to affect a considerable area. Special efforts must be undertaken to provide for effective management of the emergency response. Officers in the field will conduct damage/assessments in their assigned work areas. This information will be forwarded to the on-scene commander by radio, telephone, or delivered in person.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.03	Emergency Building Evacuation

PURPOSE/INTENT: In order to help prevent further injuries and to ensure for an orderly evacuation of employees from Police Headquarters. The following guidelines have been established:

A. Upon receipt of an alarm (electrical, mechanical, or verbal) the person receiving the alarm will notify their immediate supervisor. If the supervisor is not available then the employee will:

- 1) Notify the on-duty watch commander or on-duty patrol supervisor.
- 2) Will notify Valley Communications and if the Fire Department or other emergency personnel are needed will request their response.

B. When it is deemed necessary by the incident commander to evacuate the building, the watch commander or the employee receiving the evacuation notice will attempt to notify all employees of the alarm by announcing over the intercom system "Attention, attention. The Kent Fire Department is responding to Police Headquarters on an alarm. All employees in the building are to leave the building through the nearest fire exit.

C. The watch commander/on-duty supervisor or designee will physically check the juvenile intake rooms and the interview rooms to ensure no one is left behind. The watch commander/duty supervisor or designee will also conduct a door-to-door communication and if necessary will order employees to leave the building, directing them to report to the evacuation gathering point. Any Juveniles removed from the intake rooms will be placed in the back of a patrol car and taken to the East Hill sub-station. Any adult prisoners will be taken to the City of Kent Corrections Facility.

D. All employees upon evacuating from Police Headquarters will report to a staging area in front of city hall on the parking lot side. At the staging area the senior supervisor/manager will be responsible for conducting a head count and will establish a list of accounted for employees, and will keep a separate roster of unaccounted for employees. All attempts will be made to determine where the missing employees were last seen.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.03	Emergency Building Evacuation

E. The roster of missing employees and the location of their last known whereabouts will immediately be given to the incident commander. A copy of the list will be maintained by the police on-scene commander.

F. Once the incident commander has given the "okay" to return to the building, the first priority will be to account for any missing employees.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.04	Public Evacuations

PURPOSE: The Police Department and Fire Department have concurrent responsibilities in emergencies that involve evacuation. As a practical matter decisions whether to evacuate should be made by the department with primary incident command. However either department may make the decision to evacuate in an emergency situation.

DISCUSSION:

1. Department Responsibility: Regardless which department makes the decision to conduct an evacuation the goal is to provide:

1. An initial estimate of the resources necessary to accomplish the evacuation and related tasks.
2. Control of emergency vehicle entrance/departure routes and designated evacuation routes.
3. Initiate public announcement that explains why evacuation is required and identifies designated evacuation routes and available shelter locations.
4. If necessary conduct door-to-door communication with persons within the involved area warning them to leave and directing them to a safe area or designated shelter.
5. Establish and maintain a perimeter around the closed area 1 allowing limited or no access.
6. If appropriate 1 conduct interior patrol of the closed/evacuated area.
7. Collect information on any casualties.
8. Coordinate mutual aid activities with police from adjacent jurisdictions: the King County
9. Police, the State Patrol or the National Guard as appropriate.

Operations Tasks and Considerations:

- A. Ascertain the location and radio designation of the Field Incident Command Post.
- B. Ensure that a situation estimate has been communicated to the incident commander and Valley Communications.

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Patrol SOP	Subject
H.01.04	Public Evacuations

- 1) Total area to be evacuated.
 - 2) Entrance/Departure routes for emergency vehicles and evacuation routes.
 - 3) location of evacuation shelter(s), or other safe areas.
- C. Determine if additional department personnel are required and location of staging area (emphasize numbers of people, not units).
- D. Ensure that a liaison officer has been assigned to the Department Incident Command post, or to the command post of other involved agencies.
- E. Provide a specific evacuation warning to persons in the affected area that there exists either a potential or imminent threat to life and property. Although evacuation from the affected area is voluntary, additional verbal persuasion should be employed when a life-threatening situation is imminent to convince people to evacuate.
- F. Ideally there will be enough time for radio and television stations to broadcast the required evacuation information. If sufficient time is available, copies of an evacuation notice should be produced and distributed. The evacuation notice should include such information as:
- 1) Area to be evacuated.
 - 2) Designated routes out of the area.
 - 3) location of designated shelter(s).
 - 4) Anticipated duration of the emergency.
 - 5) Anticipated escalation of the emergency, if any.
 - 6) Time remaining before the situation becomes critical (immediate evacuation or within what time frame).

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Patrol SOP	Subject
H.01.04	Public Evacuations

7) Divide the affected area into sectors. Assign squads to evacuate specific sectors, beginning at the incident command moving outward.

8) Use door knocks, vehicle P.A. and bullhorns as appropriate.

9) Make a record of each contact or no-answer. Ask neighbors about any deaf or disabled persons who may not have responded to a door knock.

10) Specifically document any person who refuses to evacuate the affected area.

11) Direct evacuees to a designated shelter outside the affected area.

G. Take appropriate action to close the area:

1) No-Access: Prohibits unauthorized persons from entering the closed area.

2) Limited-Access~ Allows persons into the closed area according "to criteria-established by the incident commander. Consideration for allowing access includes:

a. Residents with valid identifications.

b. Public utility employees.

c. Persons with valid press identification.

d. Owners, managers, employees of businesses within the closed area.

3) Assign units to patrol the interior of the closed area if appropriate.

4) Utilize external resources such as other police agencies or the National Guard for security and/or perimeter control if appropriate.

5) Generally there is no authority to prohibit the news media with proper identification from entering the closed area. However, they should be thoroughly warned of the danger and allowed to proceed. They may be prohibited access if their presence would obstruct the handling of the emergency.

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Revised:	

Patrol SOP	Subject
H.01.04	Public Evacuations

6) For evacuees not having the means available to transport themselves to designated shelters or other safe areas, alternative transportation should be provided. METRO and school district busses should be considered and arranged for through Kent Emergency Management Division (EMD) .

H. Hazardous Materials Incidents:

A. The following evacuation procedures are unique to hazardous materials incidents:

1. Once established, no police or civilian personnel without the benefit of protective clothing may enter the closed area.

2. Evacuation of persons within the closed area should be accomplished by the following means:

- a. Firefighters wearing protective equipment inside the closed area. Police P.A. systems, bullhorns, sound trucks, or helicopter P.A systems from outside the closed area.

- b. Telephone contact using local phone directories and the Cole directory.

- c. The Emergency Broadcast System.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.05	Explosion Response

PURPOSE: To establish operating procedures and define responsibilities for responding to fires and/or explosions.

DISCUSSION: The department's primary role at the scene of a fire or an explosion is to support the Fire Department.

A. Kent Police Department's responsibilities include:

- 1) An estimate of the situation.
- 2) Provide a Police Department liaison to the Incident Command Post.
- 3) Control of emergency routes leading to and from the scene.
- 4) Evacuation of affected persons.
- 5) Collection of casualty information.

First officer on-scene responsibilities:

- 1) Assess the situation and provide Valley Communications with information.
- 2) Handle command responsibilities until Fire Department personnel or a Police Supervisor arrive.
- 3) Establish a staging area/command post location for responding personnel.
- 4) Wait until the Fire Department is finished with the scene before entering to begin the criminal investigation.

C. The on-duty Police Supervisor shall respond to the scene to assume field command until relieved by the watch commander.

The supervisor shall:

- 1) Ensure the Fire Department has been notified.

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Revised:	

Patrol SOP	Subject
H.01.05	Explosion Response

2) Notify the watch commander or commander when the size of the incident requires their presence.

D. The watch commander/commander if called to the scene will:

1) Assume the role of Police Department liaison.

2) Determine what department resources may be needed to help control the incident.

3) Ensure efforts have been made to maintain open routes of travel to and from the incident.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.06	Flood/Flood Threat

PURPOSE: To establish operating procedures and define responsibility for response to flood emergencies.

DISCUSSION: The magnitude of the flood or expected flood will determine the extent of the department's response. If the response can be pre-planned, the department will participate in accordance with the city's Emergency Operations Plan.

B. The department's primary responsibility in flood Emergencies will be to support the Fire and Utilities Departments.

C. Department specific responsibilities include providing:

- 1) A situation estimate.
- 2) A liaison officer to the Fire and/or
Utilities Departments Command Post.
- 3) Control of emergency vehicle entrance/departure routes.
- 4) Perimeter and traffic control,
- 5) Assistance in evacuation operations.
- 6) Collection of casualty information

2. Definitions: Floods may be categorized in phases based on the severity of the emergency. These categories can be useful in planning a response and are defined as follows:

PHASE I (minor flooding) indicates that the overall condition of the area is basically safe for the public to conduct its business as normal, with only minor, localized disruptions, and only minor, localized damage anticipated.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.06	Flood/Flood Threat

PHASE II (moderate flooding) indicates that the overall condition of the area is basically safe for the public to conduct its business, with numerous localized disruptions.

PHASE III (major flooding) indicates that the overall condition of the area is extremely hazardous with significant disruption to the public in conducting its normal business and many major problems.

3. Field Officer Responsibilities:

In an on-view situation or during the initial stage of a flood emergency, the first officer on the scene (senior officer: if more than one is present) shall assume on-scene command until relieved by a supervisor.

4. Field Supervisor Responsibilities:

A. The senior on-duty Patrol Supervisor shall respond to the scene and assume field command until relieved by the watch commander.

B. Ensure that on-duty and oncoming personnel have appropriate rain gear on hand, and to be prepared to spend a prolonged time in the rain.

C. Instruct field personnel to report to any significant damage they observe.

D. Ensure that dispatch provides information they may have about significant damage or anticipated damage.

E. Notify the on-duty watch commander or the on call duty officer.

F. Establish perimeter and traffic control.

G. Ensure that a situation estimate is obtained and transmitted to Communications, to include:

- 1) Location of severe flooding or mud slides.
- 2) Size of involved area (actual and potential).

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Patrol SOP	Subject
H.01.06	Flood/Flood Threat

3) Type of area (business, residential, hillside, etc.).

4) Location of the Field Command Post.

5) Insure the Fire and Utilities Department have been notified.

A. Incident Commander Responsibilities: When major flooding or damage has occurred or there is potential for major damage the Patrol Commander will respond to the scene to assume command and establish a Field Command Post. Incident Command will function from a Unified Command Post if one is established.

B. The Incident Commander shall determine what department resources are necessary to control the incident and handle to conclusion.

C. For PHASE III (major flooding), the Incident Commander may request activation of the city Incident Command System.

Operations, Tasks and Considerations:

A. Other City Department Support: Consult with other city departments to ensure support is provided for such things as search and rescue, damage assessment, other responsibilities, etc.

B. Perimeter Control: Establish perimeter control, specifically what the boundaries of any closed areas will be.

C. Traffic Control: Divert traffic from the scene.

Considerations include:

1) If freeways are involved, establish liaison with WSP.

2) Consider using the area traffic alert system (contact the Communications Center).

3) Assign personnel to direct traffic at key intersections and maintain control of entrance/departure routes.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.06	Flood/Flood Threat

D. Evacuation - See evacuation procedures

E. Review Procedures: Review the Basic Plan, applicable specific procedures, and proceed accordingly.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.07	Nuclear Attack

DISCUSSION: Although the cold war has been brought to an end there always exists the possibility of nuclear attack. Whether the attack or threat of attack is from a foreign power or from a terrorist group the Police Department will assist any and all Federal Agencies as necessary.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
H.01.08	Officer Involved Shooting

DISCUSSION: To establish operating procedures and define responsibilities during an officer involved shooting.

NOTIFICATION: As soon the danger to officers on scene has been neutralized, the involved Officer or other Officer on scene should make radio notification that a shooting has occurred. If feasible provide the status of the suspects (shot/compliant/fled), Officer injured, and suspect or vehicle description if fleeing.

RESPONSE: All available Officers should respond to the location. This response can change based on the development of the incident or at supervisor direction.

First arriving Officer:

- a. Determine if there is an ongoing danger to anyone still on scene.
- b. Attempt lifesaving effort.
- c. Notify Valley Communications of updated suspect information
- d. Secure scene
- e. Attempt suspect apprehension.

ON-DUTY SUPERVISOR

1. Shall immediately respond to the scene and assume command responsibilities, and will:

- A. Ensure lifesaving efforts are occurring.
- B. Ensure all patrol officer responsibilities have been completed or are in process.
- C. Notify the commander and/or the Chief.

WATCH COMMANDER/ON-CALL DUTY OFFICER

1. Shall respond to the scene, assume command, and establish a command post and will be the incident commander.

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Revised:	

Patrol SOP	Subject
H.01.08	Officer Involved Shooting

2. Will determine what other department/city resources are needed and arrange for their response as well as notification of KPOA representatives.

INVESTIGATIONS: The investigation of officer involved shootings will be handled by the Valley Investigation Team.

OTHER CONSIDERATIONS: The following is only a guideline to provide the on-scene commander or supervisor with other steps which need to be considered.

- a. Lifesaving efforts are first priority.
- b. Request additional officers if needed. Personnel management is critical.
- c. Call out the Detectives.
- d. Notify the Commanders and the Chief.
- e. Secure the scene and any witnesses.
- f. Establish a perimeter.
- g. Identify a staging area for other responding personnel.
- h. Press Information Officer and set up an area where the media can stage.
- i. Assign an officer to provide security for the injured suspect(s).
- j. Get preliminary information from involved officer/s to determine what occurred (the purpose of this information is to receive a brief overview of what happened to ensure descriptions of fleeing suspects, vehicles, and other related information is obtained immediately) . This information is often referred to as the "Public Safety Statement".
- k. Establish an entry point to the scene and limit entry. Start a log of who entered, when and why and when they departed.
- l. Have a fellow officer escort the involved employee from the scene to the station.
- m. Notify the peer support team and have them available to be with the employee.
- n. Provide ongoing support to the investigators.
- o. Assist the employee with notifying his immediate family if required

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Patrol SOP	Subject
H.01.09	Special Events

DISCUSSION: To establish operating procedures for Special Events.

DEFINITION: A special event is considered an activity such as a parade, athletic contest, fair, or public demonstration that results in the need for control of traffic, crowds, or crimes.

METHOD:

1. Because the department's effectiveness in handling special events depends on contingency plans relative to the events, the-special event plan sheet is used to ensure the appropriate police response.

A. Personnel usage.

B. Designation of supervisor of coordinator for the coverage of the event.

C. An estimate of traffic, crowd control, and crime problems expected.

D. Logistics requirements.

E. Coordination within and outside the department, including the City Special Events Committee.

2. Supervision and coordination of department coverage of special events is generally the responsibility of the Traffic Section unless designated otherwise by the Patrol Commander.

3. Depending upon the circumstances of the individual event, personnel from the Support Services Division may be required to provide coverage for the event as directed by the Support Services Commander.

4. The Watch Commanders assigned as Incident Commanders for special events shall be in command of any special event occurring on their shift.

5. An after action (event) report will be prepared by the Watch Commander or a designee. This report will cover:

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- A. Type of event.
- B. Number of Police Department personnel involved.
- C. Number of participants.
- D. Brief summary of the event and any unusual occurrences.

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Patrol SOP	Subject
H.01.10	Terrorism

DISCUSSION: To establish operating procedures and define responsibility for response to acts of Terrorism.

DEFINITION: Terrorism is defined as criminal activity, usually violent, intended to intimidate for political reasons, or it is other activity that focuses attention upon a particular grievance or demand by creating fear or anxiety.

Some factors that may alert officers to the possibility of terrorist activities are:

- A. Political ideology, group identification slogans, or papers.
- B. Specialized or military type armament.
- C. Positive identification of terrorist groups or members.
- D. Specific grievances or demands relative to a terrorist group or philosophy.

DEPARTMENT RESPONSIBILITY:

1. The department has the responsibility for the initial response to acts of terrorism and may, depending on jurisdictional issues have primary responsibility for concluding the incident.
2. During the initial stages of a terrorist incident, responding officers should handle the initial containment and life threatening aspects of the situation. Jurisdictional issues may arise when incidents involve foreign dignitaries, courtrooms, county and federal property, etc.
3. Officers should handle the incident until otherwise directed by the chain of command.
4. Many terrorist incidents take the form of barricaded suspect situations with hostages and they should be handled as such.

FIELD OFFICER RESPONSIBILITIES: In an on-view situation or during the initial stage of a terrorist incident the first officers on the scene (senior officer if more than one is present) shall assume on-scene until relieved by a supervisor.

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FIELD SUPERVISOR RESPONSIBILITIES:

1. The senior on-duty Patrol Supervisor shall respond to the scene, take command, and ensure that a situation estimate has been obtained and communicated to communications. The situation estimate should include:

- A. Location of the emergency.
- B. Nature of the threat, including weapons and casualties.
- C. Identity of the terrorist(s) and the target(s).
- D. Nature of the terrorist's demands.
- E. Safe entrance route(s) for responding officers and Medic personnel
- F. Danger areas (kill zones) to avoid
- G. Boundaries of areas to be evacuated
- H. Additional personnel required and the location of a Field Command Post and Staging Area

2. Notify the Patrol Commander

3. The senior on-duty Patrol Supervisor will maintain field command of the incident and has responsibility to control the incident until relieved by a patrol Lieutenant or above.

INCIDENT COMMANDER RESPONSIBILITIES:

1. The Patrol Commander will respond and assume Incident Command.

2. Upon obtaining a situation estimate, the Incident Commander shall make a determinate whether or not to request Department Mobilization and notify Communications.

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OPERATIONS TASKS AND CONSIDERATIONS:

1. Fire Department Support: Consult with the Fire Department Incident Commander to ensure support is provided for life saving activities and other Fire responsibilities.
2. Perimeter Control: Establish perimeter control, specifically what the boundaries of any closed areas will be.
3. Traffic Control
4. Divert traffic from the scene. Considerations include:
 - A. If freeways are involved, establish liaison with WSP.
 - B. Consider using the area traffic alert system (contact the Communications Center)
 - .
 - C. Assign personnel to direct traffic at key intersections and maintain control of entrance/departure routes.

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Patrol SOP	Subject
H.01.11	Volcanic Activity

DISCUSSION: The department's response during emergencies involving volcanic activity will be determined by the seriousness of the event. Damage from widespread activity is likely to affect a considerable area of the city.

Department first responsibility during a volcanic activity emergency is to provide:

- A. A situation assessment.
- B. Control of emergency vehicle routes.
- C. Perimeter and traffic control.
- D. Evacuation if necessary.
- E. Collection of casualty information.
- F. Assist other city departments as necessary.

PATROL OFFICER RESPONSIBILITIES:

- 1. Officers shall remain in their assigned beats and will provide Valley Communications and the Incident Commander with damage assessments.
- 2. In the event the damage is isolated to one area requiring an emergency response, the first officer on the scene shall assume the responsibilities of on-scene commander until relieved by a supervisor.

FIELD SUPERVISORS RESPONSIBILITIES:

- 1. Will conduct an availability check to account for all on-duty personnel.
- 2. Determine the need to call in off-duty personnel.
- 3. Notify the Patrol Commander and/or Chief.
- 4. Act as the department liaison at the Incident Command Post.

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H.01.12	Command Notifications

Supervisors will contact the On-Duty Commander or the Command Duty Officer by telephone or in person 24/7 for the below type of incidents. The On-Duty Commander or the Command Duty Officer will then contact the chief and the involved division's Assistant Chief. The CDO assignment is located in records along with the contact number.

- Any time the DOC is activated.
- Arrest or serious incident of an OSA officer in our City.
- Arrest or alleged criminal behavior of a Kent PD employee (by local or OSA).
- Incident or accident involving the hospitalized injury or death of a Kent PD employee or family member.
- Officer involved shootings.
- Serious collisions or job related accidents involving City of Kent employees that could result in heightened City liability. This includes Kent PD pursuits that result in third party injury or significant property damage.
- SWAT call-outs in the City of Kent or as a result of KPD case or action.
- Any OSA police activity, that has elevated consequences for liability, that occurs within the City.
- Residential Search Warrants where the suspect is present.
- Any significant complaint or politically sensitive/community charged incident that may be heading toward the Mayor, Council, Chief, or one of the Assistant Chiefs.
- Fatality accidents (traffic, boating, drowning or industrial).
- Anytime Detectives, Traffic or a specialty unit is called out.

Incidents, such as serious injury/death, felony level violent crime or significant property crime (damage or theft to city property) on City Property or Parks will warrant notification to the CDO, Patrol A/C, and Chief via email.

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Patrol SOP	Subject
I.01.01	Development and Implementation

DISCUSSION: This Procedure is established to ensure the-most rapid and accurate possible development and implementation of new procedures, as well as update of those already in existence. In order to accomplish this objective, procedure revisions are divided into two types. The decision as to which category a revision will be assigned is the responsibility of the Patrol Commander.

DEFINITIONS:

Informational Update: This is a minor correction to an existing procedure, for the purpose of maintaining accuracy.

Substantive Update: This is a major change to an existing procedure which alters its basic essence.

New Procedure: This is a procedure which has not previously existed as a part of the Procedures Manual.

ADDITIONAL FACTORS: New procedures, or updates to old ones may be suggested by anyone. These suggestions should be forwarded to a Patrol Commander who will decide into which category the revision would fall. An assignment, to complete the Update/New Procedure, will then be made. This assignment will be based on the most qualified and available person to complete this assignment. In the case of an "Informational Update", the Commander will review the change, and ensure that it is published and distributed. No prior administrative approval will be required for implementation. In the case of a "Substantive Update" or a "New Procedure", The Commander will distribute the complete recommended document for input/approval to patrol division commander. Upon final approval, the Commander will be responsible for publishing and distribution.

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Patrol SOP	Subject
I.01.02	Format

DISCUSSION: The following format is established to provide consistency in the developing/modification of procedures.

THE FOLLOWING FORMAT WILL BE FOLLOWED FOR ALL WRITTEN PROCEDURES:

SUBJECT: This line would set forth the specific topic that this procedure deals with.

DISCUSSION: This section would be used only if necessary. Its purpose is to clarify the intent or parameters of the subject.

DEFINITIONS: This section is self-explanatory, and again, may not be necessary for all subjects.

RESPONSE: This section would deal with such things as code response to the incident, number of officers required, and other pre-arrival considerations.

ARRIVAL: This section would deal with immediate considerations upon arrival at the scene.

TACTICS: This section would cover deployment concerns and safety considerations up to the time the scene is under control.

ENFORCEMENT: This section would cover any enforcement action that is required, or list possible options if appropriate.

REPORTING: This section would list the paper work necessary for this particular incident and it's appropriate routing.

ADDITIONAL FACTORS: This section would list anything that is felt to be important to this procedure, but does not fit in any other section.

RESOURCES: This section would list addresses and phone numbers of agencies, groups or people that might be of assistance in dealing with the specific type of incident.

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I.01.02	Format

REFERENCES: This section would list the RCW,s, City Ordinances, KPD and City Policies which have a bearing on this procedure. In addition, other related KPD Procedures will also listed.

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Patrol SOP	Subject
C.09.01	Search Warrant Service

For purposes of this SOP, **High-risk operations** are defined as those operations, including service of search and arrest warrants and sling operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or if there is reason to believe that the suspect(s) anticipate the operation.

Patrol SOP C08, Search Warrant Procedures partially states that, "All search warrants involving any potentially occupied dwellings which include but not limited to houses, apartments, camps, motorhomes etc. must have a risk analysis and operations order completed prior to the service of the search warrant." The only exception to the mandate for an operations plan prior to initiation will be most in-progress events.

Please see SOP C09.02 for more information on operation plans and SOP C09.03 for more information on the Risk Analysis form.

All search warrants should be approved by a prosecutor who would have a vested interest in said investigation prior to being sent to a magistrate/judge for authorization. For example, a search warrant for a misdemeanor crime should be reviewed by the Kent City Attorney's office and a search warrant for a felony crime should be reviewed by the King County Prosecutor's Office. All search warrants will be signed by a magistrate/judge who would have jurisdiction over the crime at hand.

The service of all search warrants involving any potentially occupied dwellings must be relayed up the chain of command to the Chief or his designee prior to its service.

A Sergeant or higher ranking member of the Kent Police Department must be present at the service of all search warrants involving any potentially occupied dwelling.

Operations Briefing

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Any personnel not present at the briefing should not respond to the operation location without specific supervisory approval. The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants'

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C.09.01	Search Warrant Service

understanding of the operations plan. Any items to be seized pursuant to the search warrant should be identified at the briefing.

The Division Commander or supervisor on scene shall ensure that all participants are visually identifiable as law enforcement officers. Exceptions may be made by the Division Commander for officers who are conducting surveillance or working undercover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary. If this is not possible, those department members not clearly identifiable as police officers will not participate in the operation except in exigent circumstances.

At the time of the briefing, the supervisor should ensure that all participating law enforcement personnel are either in uniform and/or are clearly marked as law enforcement officers. All participants will wear their protective body armor at all times during the service of the search warrant. The briefing should also include an inspection of all participants to include working and charged radios; handguns and spare magazines; flashlights; Taser's as issued; and personal medical equipment such as chest seals and tourniquets.

The briefing should include details of the communications plan. It is the responsibility of the supervisor to ensure that Dispatch is notified of the time and location of the operation. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

During the service of the search warrant, only those areas listed on the warrant can be searched. Officers can only search in areas where the items listed on the search warrant can be found. Only those items listed on the search warrant can be seized. If additional crimes are uncovered during the search, the originating officer should petition the court for an addendum to begin searching for further evidence of the new crime. All search warrants must be served with a witness per 2015 case law (exceptions involve cell records, cell phones, forensics etc.).

SWAT Participation

If the Division Commander determines that SWAT participation is appropriate, the Division Commander and the SWAT Commander shall work together to develop a plan for service. If SWAT assumes operational command of the search warrant service, the case officer is not required to do an operations plan. That responsibility will fall to the appropriate team leader for Valley SWAT. The SWAT Commander

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shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT Commander shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

Operations Debriefing

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. The debrief is to be constructive in nature and is to identify any shortfalls or items that assist in better future warrant services. This debrief should be separate from any SWAT debriefing.

Training

The Training Sergeant should ensure that all department members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Patrol SOP	Subject
C.09.02	Operations Order Preparation

Operations Plan

A written operations plan should be developed for all high-risk operations such as residential or occupied building search warrant service. Plans should also be considered for other operations that would benefit from having a formal plan. These operations may include, but are not limited to, patrol emphasis operations, the service of search warrants, prostitution stings and requests for assistance at the RJC. In most circumstances, the operations plan will be completed by the case officer or an officer with specific knowledge of the case acting in his/her behalf. The operations plan must be reviewed and approved by that officer's direct sergeant and commander.

The plan should address such issues as:

- Operation goals, objectives and strategies.
- Operation location and people:
 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history);
 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids;
 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service);
 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children;
- Information from the risk assessment form. Attach a copy of the completed risk assessment form to the operational plan. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information. Please see SOP C09.03.

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C.09.02	Operations Order Preparation

- Participants and their roles.
 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 2. How all participants will be identified as law enforcement.
- All involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- Identification of all communications channels and call-signs.
- Use of force issues.
- Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- Plans for detaining people who are not under arrest.
- Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control Procedures policies.
- Communications plan
- Responsibilities for writing, collecting, reviewing and approving reports.

Operations Plan Retention

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations order will be stored on the "P" drive under either the case number or the name of the case officer. The operations order shall be retained in accordance with the established records retention schedule.

The operations order template, with guiding questions, can be located on the "P" drive at Public/Forms/Patrol Forms/Blank Op Order.

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C.09.03	Risk Analysis Form Preparation

Risk Analysis Form Preparation

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a Risk Analysis form (RA). When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

- Diagrams of any property and the interior of any buildings that are involved.
- Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

The following are instructions to properly fill out the RA form. If the subject of the search warrant is known prior to service, have Kent PD records run a WACIC/NCIC criminal history on that subject. The criminal history can be utilized to complete the RA. The criminal history should be returned to the KCPAO with the felony filing packet; if felony charges are not filed, the criminal history should be shredded and this fact noted in the case officer's report.

In general:

- For each descriptive line, enter the number of persons at the target location that fit the description in the '# of Persons' column
- If the block is shaded out, leave it blank (the number of persons is immaterial)
- Multiply the number of points in the far left column by the number of persons to determine the score to enter in the far right column
- For each of the four sections, take note of the direction to 'choose one' or 'check all that apply' for that section

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C.09.03	Risk Analysis Form Preparation

Specific:

- 'Criminal History' does not necessarily mean 'conviction'
- 'Firearms violation' means any type of firearms violation
- For the 'Additional threat information' line, enter any noteworthy information that would tend to increase the risk of the operation and apply a reasonable point value (e.g., target location is surrounded by sympathetic neighbors – 8 points; target location remotely located with a long, approach over open ground – 6 points; suspect is a person of interest in other violent crimes without established PC - 10 Points)

Total the points, enter the information at the bottom, and apply the consultation recommendations. A total of ten points or less results in a suggested consultation with the SWAT commander; 11 points or higher is a required consultation. If there are questions about the potential service of a residential search warrant, individual case officers are encouraged to seek the advice of a SWAT Team Leader or Assistant Team Leader, but the final RA must be approved by the SWAT commander prior to a SWAT service of the warrant. Due to their level of experience and training, it is suggested that all occupied residential search warrants start with the consultation of SWAT.

RA's are not necessary for search warrants served on vehicles at the Kent PD impound yard, documents, records, cell phones, etc.

The Risk Analysis form can be located on the "P" drive at Public/Forms/Patrol Forms/SRT Risk Analysis.

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