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Patrol SOP	Subject
A.01.01	Commercial Burglary Alarm

DISCUSSION: Commercial burglary alarms are a frequent problem as a large percentage turns out to be false. However remember that each alarm should be viewed as a "GOOD ALARM".

RESPONSE: Based on the information provided by dispatch different situations dictate different types of responses. For the routine alarm the response would dictate the officer follow all traffic laws. If the situation warrants the officer may expedite due to additional information that indicates an expedited response would facilitate public safety or the apprehension of a suspect. Whenever possible a minimum of two (2) officers should respond to this type of detail. Additional units may be requested if necessary by responding officers.

ARRIVAL: Just prior to arrival, and as long as it is safe to do so, units should turn off headlights, black out the brake lights and decrease the volume of their radios. The officers should place their patrol units in a position of cover or screen from the view of the business.

TACTICS:

- * First, survey the business grounds and general area look for any unusual or suspicious activity.
- * If backup is coming advise of your location. Commence the building check when backup arrives.
- * Suggest the officers keep each other in sight when doing a building search for officer safety reasons. The officer could check the exterior in a method where one is checking the doors windows/ etc. while the other moves with the officer to maintain surveillance of the area.
- * If an open door or window is found relay this information to dispatch request additional officer preferably K-9 and secure the scene.
- * If entry cannot be attempted due to broken glass etc. a subscriber can then be requested to respond to your location. A physical description of the subscriber vehicle is suggested.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.01	Commercial Burglary Alarm

* Assist the K-9 officer as they request.

* Do not enter the building/s alone. -If in the event a K-9 is not available, a minimum of two (2) officers should check the interior (USE EXTREME CAUTION) and advise dispatch whenever you enter or exit the building.

ENFORCEMENT: If a suspect is apprehended in a fenced area or inside the building, the individual can be charged with Burglary II and/or criminal trespass.

REPORTING: If an actual burglary, theft, trespass, etc. can be determined, a case report will be taken. If suspects are arrested, the appropriate paperwork should be completed for filing of charges. If the alarm is false and no crime has been committed, no documentation is needed.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.02	Residential Burglary Alarm

DISCUSSION: Residential alarms are common; many are from the outside of the business, with the main concern being to frighten the burglar away. While this reduces the chance of the officer making an apprehension, the officer should remember to be looking for suspicious subjects leaving or running away from the vicinity of the alarm.

RESPONSE: Based on the information provided by dispatch different situations dictate different types of responses. For the routine alarm the response would dictate the officer follow all traffic laws. If the situation warrants the officer may expedite due to additional information that indicates an expedited response would facilitate public safety or the apprehension of a suspect. Whenever possible a minimum of two (2) officers should respond to this type of detail. Additional units may be requested if necessary by responding officers.

ARRIVAL: Just prior to arrival, and as long as it is safe to do so, units should turn off headlights, black out the brake lights and decrease the volume of their radios. The officers should place their patrol units in a position of cover or screen from the view of the residence.

TACTICS: ·

- * First survey the area; look for any unusual or suspicious activity.
- * If backup is coming advise of your location and commence the building check when backup arrives.
- * Officers should keep each other in sight when doing a building search for safety reasons. The officer could check the exterior in a method where one is checking the doors, windows, etc. while the other moves with the officer to maintain surveillance of the area.
- * If an open door or window is found, relay this information to dispatch, request an additional officer (preferably K-9) and secure the scene.
- * Assist the K-9 officer as necessary.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.02	Residential Burglary Alarm

* Do not enter the residence alone. If in the event a K-9 is not available, a minimum of two (2) officers should check the interior. (USE EXTREME CAUTION) Advise dispatch whenever you enter or exit the building.

* If a subscriber is unavailable, contact neighbors to ascertain if anyone knows where the subscriber can be reached, particularly if there is a burglary/damage/loss to the resident. If no assistance is available, have the building secured. Leave your business card, so the resident can call police as soon as possible so a report can be taken.

ENFORCEMENT: If a suspect is apprehended an arrest should be made and a case report initiated.

REPORTING:

* If an actual burglary, theft, trespass, etc. can be determined, a case report will be taken. If suspects are arrested, the appropriate paperwork should be completed for filing of charges.

* If the alarm is false and no crime has been committed, no documentation is needed. Steps that a responding officer took in their response can be documented using CAD as necessary.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.03	VARDA Alarm

DISCUSSION: The VARDA alarms are installed by the Kent Police, primarily in businesses which have been targets of felony crimes. If an officer is not familiar with the alarm, suggest the officer contact the detective in charge and have a brief review of the different types/ application of the system. Also, patrol officers can request a unit be installed, contact the detectives unit.

* VARDA alarm notices are posted on the bulletin board in the patrol briefing room or distributed via email and posted in the :P drive.

RESPONSE: While there is potential for a false alarm, generally VARDA alarms, due to the nature of the application, are more likely to be an in progress type of response. A minimum of two (2) officers should respond to this type of detail. It is suggested whenever a K-9 is on duty that they respond to this type of alarm.

ARRIVAL: Patrol units should park in such a manner as to conceal the vehicle from the view of the residence or business. If containment is a consideration, units should secure the perimeter to reduce the escape routes of suspects.

TACTICS: Suggest a subscriber be called to respond, or the detective who set the alarm up if the alarm is determined to be a true alarm. If the alarm is false, it should be reset by the officer, or a subscriber should be contacted to assist. As in A.01.01, the officer/s should approach businesses with **EXTREME CAUTION**. Since this is a silent alarm, consider watching from a short distance to see if anyone leaves the business or residence prior to officers, approach.

ENFORCEMENT: If it is determined to be a false alarm, advise dispatch of your need to have a subscriber respond. If one is unavailable, notify the detective of the false alarm via E-mail so that the system can be checked for problems as soon as possible.

REPORTING: If an arrest is made the officers should complete a case report and take statements, photographs, etc.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.03	VARDA Alarm

ADDITIONAL FACTORS: Officers should familiarize themselves with the VARDA Installation Notices on the bulletin board so that response can be more effective. Suggest the officer/s drive by the installation location and look for exits, escape routes, etc.

RESOURCES:

Neighborhood Response Team (NRT)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.04	Robbery Alarm

DISCUSSION: Robbery alarms are a common occurrence, less frequent is the residential robbery, both however should be responded to in the same manner.

RESPONSE: The robbery response is at the discretion of the responding units. When the patrol units arrive within hearing distance, the lights and sirens should be turned off, if they were being used. Generally, unless it has been confirmed as a good alarm, this should be at minimum a two (2) officer detail. The responding units can request dispatch to put a line in to ascertain the possible validity of the alarm, however, the response should continue and this type of alarm should not be cancelled. When at least two (2) units answer for the detail, other available units may when possible check main escape routes for suspects or any suspect vehicles fleeing the scene.

ARRIVAL: Patrol units should be parked in such a manner as to conceal from the view of the business or residence the arrival of officers. Upon arrival an employee should be advised by dispatch to exit the business to meet with the officer. If the employee refuses for whatever reason, the officer should still maintain cover outside to ascertain if a hostage situation may be in progress.

TACTICS: Whenever possible, officers should take up positions to fully view the business or residence from as many angles as possible, while keeping a low profile presence. When the employee comes out, the officer designated can talk with the employee a safe distance from the business and discuss the situation prior to entering. Upon entering, the officer should proceed in a safe manner and advise via radio as soon as possible whether it is a good alarm.

In the event this is a good alarm, a K-9 unit may be warranted. A perimeter may also be considered to contain suspect/s. The primary officer will ascertain if witnesses are available to provide suspect/vehicle descriptions for relay over the radio to patrol units. In the event this is a good alarm the primary officer should determine if additional officers are needed at the scene. If possible, the officer should update other patrol units of any current and available information that may be helpful.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.04	Robbery Alarm

REPORTING: A case report will be completed in the event of any robbery that has occurred. The primary officer should take down information for the case report as they would in any investigation to include recorded statements and the location and accessibility of any surveillance. In the event this is a false alarm, the officers can clear without any documentation.

ADDITIONAL FACTORS: In the event a victim/s is injured, an aid car and/or medic should be requested by officer/s on the scene. If injury requires immediate attention, the officer should provide what aid they can until more sophisticated assistance arrives. Robberies that result in a firearm being discharged or significant injury to a victim should result in the patrol supervisor notifying the detective unit.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.01	After Hours Service by a Tavern/Cocktail Lounge-Licensed Premises

DISCUSSION: Under 66.28.090 all licensed premises used in the manufacture, storage, sale of liquor, shall at all times be open to inspection by law enforcement officers. State law requires that licensed premises (taverns, bars, cocktail lounges, or any establishment that possess any class of Washington State liquor license) be prohibited from selling alcohol or allowing it to be consumed on the premises between the hours of 0200-0600 daily.

The main objective is:

- * Strict enforcement of Washington State law and the Washington State Administrative Code (WAC)

- * Voluntary compliance by the licensee

RESPONSE: It is recommended that due to the nature of the "bar type" environment, a 2 officer routine response is warranted.

ARRIVAL: The location of the patrol vehicle placement will be at the discretion of the responding officers. Aspects to consider are officer safety, stealth and concealment.

TACTICS:

(1) Listen/watch for activity on the licensed premises during the above times. If an officer is refused admittance into the business, it shall be a violation of 66.28.090 "Failure to Allow Inspection" the following options are suggested:

- * Continue to knock and announce police presence
- * Have police dispatch/patrol sergeant phone into establishment
- * Have police dispatch/patrol sergeant phone owner residence
- * Back off and wait until employee/s leave – contact outside time permitting

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.01	After Hours Service by a Tavern/Cocktail Lounge-Licensed Premises

* Document incident in case report and forward information to the Liquor Control Board

* Forcible entry is not recommended

(2) When contacting the patrons and staff, it is recommended that each be interviewed separately.

(3) Conduct routine investigation to determine who was involved; the exact time of the contact, what was served/consumed, whether the premises is on "bar time", etc.

ENFORCEMENT: It is recommended that some type of enforcement action be taken during this type of incident. Enforcement options are:

1) Remove everyone off the premises

2) Refer case to Washington State Liquor Control Board for administrative discipline.

3) Criminal citation(s) issued.

REPORTING: A case report will be generated during this type of incident. A copy will be sent to the Washington State Liquor Control Board.

ADDITIONAL FACTORS: It is recommended that if the owner of the licensed premises is not on location at the time of the original contact, the primary officer contact him/her at the earliest convenient time.

RESOURCES:

Washington State Liquor Control Board

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.02	Minor Frequenting a Tavern/Cocktail Lounge

DISCUSSION: It is a violation of city ordinance for a person under the age of 21 years to be in the premises of a tavern, cocktail lounge and a violation of state law to enter and remain in a bar.

The main objective is:

- 1) Strict enforcement of city ordinance and state law
- 2) Voluntary compliance by the licensee.

RESPONSE: A two-officer routine response is warranted.

TACTICS:

- (1) When making routine "bar checks", individuals are required to show their identification when asked by the officer, it is recommended in particular that youthful looking individuals be asked for their card which must be officially issued, showing the person's name and age, and must bear the persons photograph.
- (2) If the officer contacts a person with questionable I.D. or an underage patron, that individual should be escorted out of the business and their exact identity and age confirmed through investigative means.
- (3) Conduct a routine investigation to determine exactly who was involved to include the identities of those staff members who checked the persons I.D. and who served the suspect.
- (4) Determine who is in overall charge of the licensed premises.

ENFORCEMENT: It is recommended that some type of enforcement action be taken during this type of incident. Enforcement options are:

- 1) Arrest
- 2) Citation or booking

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.02	Minor Frequenting a Tavern/Cocktail Lounge

3) Administrative penalties

REPORTING: A case report will be generated during this type of incident. A copy will be sent to the Washington State Liquor Control Board.

ADDITIONAL FACTORS: A copy of the case report should be provided to the Washington State Liquor Control Board so it can follow up with the owner of the licensed premise.

Note: Musicians 18 or older are permitted on licensed premises during employment. However, they must be outside of the establishment or in a separate room from patrons if they are not playing, setting up or taking down their instruments. Absolutely no mingling is permitted during break time with patrons.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.03	Minor in Possession/Consumption of Alcohol

DISCUSSION: It is a violation of city ordinance and state law for any person under the age of 21 years to possess or consume alcohol.

The exceptions are:

- 1) At home under supervision of parent
- 2) Medicinal purposes by parent, guardian, physician or dentist
- 3) In connection with religious services, where amount served is minimal

The main objective is:

- * Strict enforcement of city ordinance and state law
- * Advising/informing the parents of juvenile suspects
- * Encouraging parental involvement

RESPONSE: A 2 officer routine response is warranted.

TACTICS: Obviously each situation will be different, but tactics to consider are:

- (1) Separate and interview if there is more than one suspect.
- (2) Conduct routine investigation to determine accurate age and identity of all involved.
- (3) Seize any and all evidence.
- (4) No matter how much alcohol the suspects possess, only 1 (one) sample of the alcohol will be submitted into KPD evidence. Example: an officer seizes 3 cases of beer during an arrest situation. Only one bottle/can of beer will go into evidence. The total quantity will be documented in the case report and the remaining alcohol will be destroyed in the field. It is recommended that the destruction be witnessed by another officer.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.03	Minor in Possession/Consumption of Alcohol

ENFORCEMENT: It is recommended that some type of enforcement action be taken during this type of incident. Enforcement options are:

- 1) Arrest
- 2) Citation or booking (18 and older only)
- 3) Parental discipline

REPORTING: If an arrest occurs, a case report will be completed otherwise a F.I.R. is recommended.

ADDITIONAL FACTORS: When juvenile suspects (17 years and younger) are arrested, their parents, guardians or other responsible adult will be notified and advised to take custody of the suspect. Juveniles should not be released on his/her own if they are intoxicated or incapacitated.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.04	Sales to Persons Apparently Under the Influence of Liquor

DISCUSSION: State law requires that no person shall sell any liquor to any person "apparently under the influence of liquor". A guide to determine whether a person is "apparently under the influence" is found in the following language:

When it is apparent that a person is under the influence of liquor, or when his/her manner is unusual or abnormal, and his/her inebriate condition is reflected in their walk, speech or when their ordinary judgment and common sense are disturbed or their usual will power is temporarily suspended. When these symptoms result from the use of liquor, the person is determined to be "apparently under the influence of liquor" and anyone who sells liquor to such a person violates the law.

The main objective is:

- 1) Strict enforcement of state law
- 2) Voluntary compliance by the licensee

RESPONSE: It is recommended that due to the nature of the "bar type" environment, a 2 officer routine response is warranted.

TACTICS:

(1) When making "routine bar checks" and contacting persons who are apparently under the influence, please note the following:

- A. Persons mannerisms
- B. Persons speech
- C. Persons physical appearance
- D. Odor on breath-type of beverage consumed
- E. Ascertain if it should have been obvious to the server that the customer was apparently under the influence

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.02.04	Sales to Persons Apparently Under the Influence of Liquor

F. Are person/s being disorderly and/or creating a public disturbance

(2) Conduct routine investigation to determine identities of all involved. Document any statements made by those involved.

ENFORCEMENT: It is recommended that some type of enforcement action be taken during this type of incident. Enforcement options are:

- A. Citation
- B. Not allowing the person apparently under the influence to consume anymore alcohol
- C. Verbal warning to both the licensee and the patron
- D. Administrative penalties

REPORTING: It is recommended that a case report or field interview card be generated on this type of incident. A copy should be forwarded to the Washington State Liquor Control Board.

ADDITIONAL FACTORS: A copy of the case report should be provided to liquor control. They can then follow up with the owner of the licensed premise.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.03.01	Arson Investigation

DISCUSSION: Every fire scene must be considered a possible crime scene until proven otherwise. Often the police officers are the first to arrive at a fire scene, therefore, the officer's observations to and upon arrival may become critical in the investigation.

RESPONSE: A two officer response is warranted. In the event that a code response would prevent injury or loss of life or protection of property, a code response may be appropriate.

ARRIVAL: When dispatched, the officers should try to observe who is leaving the scene either on foot or in motor vehicles. Upon arrival park the patrol vehicle out of the way so as not to obstruct the fire apparatus. Whenever possible take pictures of the fire, this tends to narrow the fire area that needs to be looked at by fire investigators. Photograph the crowd and vehicles in the general area.

TACTICS: F.I.R. individuals present if possible. Observe and record what you see during the fire, i.e., where the fire is most intense, where was the fire the brightest, color of smoke and flames, sounds, odors, etc. If possible, note anyone who is injured, burned, coughing, has burned clothing or has singed hair. Anyone with an odor of petroleum, alcohol or unusual smell on or about them, contact if they're attempting to leave the area. Contact anyone unusually hyperactive, happy, or over excited. Make note of anyone who tries to assist fire or police in extinguishment and/or investigation of the fire. Help to control access to the scene of all people including the victims and press. Keep them behind the fire line. Perimeter tape can be helpful in keeping people back.

REPORTING: Contact the fire investigator on the scene prior to leaving whenever possible with your observations. If it is determined, while the officer is there, that it is a suspicious or arson fire, the responding officer/s will complete a case report.

ADDITIONAL FACTORS:

At least half of the fires in Kent can be attributed to suspicious circumstances or arson. Arson is difficult to prove because quite often people responding fail to recognize each fire scene as a crime scene. Fires are usually set in isolation often

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Patrol SOP	Subject
A.03.01	Arson Investigation

under the cover of darkness. People responding tend to think all evidence is destroyed and will make the case impossible to prove. If the patrol officer is dispatched to a fire scene after the fact, the fire investigator may have found a suspicious fire that needs documentation. The case report will be initiated by the responding officer.

RESOURCES:

Kent Fire Investigations Unit Business Number 253-856-4464.

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Revised:	

Patrol SOP	Subject
A.04.01	Barricaded Subjects

DISCUSSION: A barricaded subject/hostage taker (BS/HT) call can arise from numerous types of situations, i.e. domestics, robberies, mental health problems, etc. They are most likely unplanned and can take everyone, even the BS/HT by surprise. We should keep in mind the potential for this type of situation and how critical the first few minutes are.

RESPONSE/ARRIVAL:

- * Set perimeter. Maintain cover and concealment.
- * Supervisor will set up a command post, notify the duty officer or on duty Commander.
- * Determination by Commander/supervisor as to appropriate action, i.e. call out.

1. Hostage Negotiation Team

2. VSWAT

TACTICS: The following are a number of tactics that can be used. It is preferable that the Hostage Negotiations Team takes over, but response time of that team may be a minimum of 45 minutes. It is, therefore, possible that an officer on scene may need to begin negotiations depending on the BS/HT.

The first officer on scene needs to keep their focus on the scene. Attempts should be made to clear pedestrian and civilian traffic from the perimeter. DO SO CAUTIOUSLY. The first 45 minutes are the most dangerous times in a BS/HT call (excluding rescue attempt). ALTHOUGH GENERALLY NOT RECOMMENDED, it may be appropriate/inevitable that an officer on scene begin some type of verbal communications with the BS/HT. This may occur by the BS/HT initiating dialogue with you, or by a decision of the supervisor to initiate communications in the hopes of gaining intelligence or the need to defuse the situation.

a. This first few minutes of an incident are full of anxiety for the BS/HT. This anxiety may overpower the rational thought process.

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Patrol SOP	Subject
A.04.01	Barricaded Subjects

b. If verbal contact is made, begin the conversation with, "Hello, my name is Officer XXXX with the Kent Police Department. Everything is under control here. We don't want anyone getting hurt." (It is very important to let the BS/HT know who you are. He/She most likely knows anyway and we don't want to lie.) c. Listen carefully to the BS/HT's responses/demands. You can learn a lot about this person, i.e. race, sex, age, etc. This is good information to pass on to the Hostage Negotiation Team. Take notes on what the BS/HT says and what you have told this person.

d. Do not promise anything. Tell him/her that your Chief makes those decisions and you can't do that.

e. Do not give orders. Your job is to decrease anxiety.

f. Do not say "No". Use excuses as in (d)

g. Avoid direct attention to the victims. It may make the BS/HT mad if you pay more attention to the victim than themselves.

h. Play down events of the crime that led up to this situation. Try to talk about other things.

i. Allow the BS/HT to speak/vent.

j. A good Hostage Negotiator (or officer on scene) is a GOOD LISTENER.

ENFORCEMENT: If the situation is concluded in a peaceful manner, i.e. suspect surrenders then the suspect will be taken into custody.

Possible options:

* Arrest if warranted.

* Involuntary commitment to a mental health facility for evaluation.

REPORTING: This type of incident will require a case report be completed by investigating officer.

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Patrol SOP	Subject
A.04.01	Barricaded Subjects

Effective:	09/01/16
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Patrol SOP	Subject
A.05.01	Bomb Threat/Search

DISCUSSION: All bomb threats shall be treated as the basis for a full investigation by police personnel. The Communications Center will dispatch district patrol unit/shift supervisor by stating "10-55" (bomb threat) rather than using the term "bomb threat" when communicating on the radio. Depending on the location of the bomb threat, i.e., business, school, etc., person in charge of the business, school, etc. should determine if an evacuation is necessary.

Whenever a bomb threat or possible explosive device is reported to be at a particular location, but such device is not readily apparent to police personnel arriving at the scene, a search should be made. There is no foolproof method to handle all incidents because of the variety of devices employed. The search for the device must be properly organized and participating personnel must be thoroughly instructed. The search should always be based on the assumption that a bomb IS present and will detonate. A bomb may be any size, as small as package of cigarettes, or as large as a filing cabinet. Since it can take a variety of shapes, it is best if the search of the area be done by individuals familiar with the area in order to notice something foreign to the surroundings. The patrol officer would have no way of knowing what does or does not belong to the surroundings. Police officers should, however, be prepared to assist in such a search.

If any device is found or a significant reason to believe that there is an actual explosive device present (i.e., previous bombing preceded by similar threats, similarity of targets to previous bombings etc.) the patrol officer will notify shift supervisor who can then request assistance from Bomb Disposal Unit from local police resources. The member of the Bomb Disposal Unit called to the scene of a bomb threat/search will respond to render safe a suspected explosive device. They will not actively engage in the search.

ARRIVAL: Remember, that radio communications are forbidden at or near the scene of a bomb threat/search. Prior to arrival (two to three blocks away) advise of arrival and that officers will be off the air (turn radio, cellular phones and body worn camera off as radio transmissions have been known to denote explosive devices).

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Revised:	04/19/20

Patrol SOP	Subject
A.05.01	Bomb Threat/Search

TACTICS: The following is a suggested method of searching for suspected explosive devices. Organize search party based upon the size of the area to be searched, number of personnel available, and the time remaining before the expected detonation of the bomb. Duties of search commander, usually the shift supervisor, who would work in cooperation with the owner/manager of the premises to be searched include:

Organize the search party(s).

Brief the search party (see additional factors).

Keep all unauthorized personnel out of the area.

Ensure that a complete search is made.

Be prepared to brief duty officer (commander).

Request Bomb Disposal Squad.

If necessary, set up a command post.

ADDITIONAL FACTORS:

The Port of Seattle is the only agency locally that has explosive detection dogs available to respond.

In briefing the search party the information given should include, but not necessarily be limited to:

Exact words given as to the location and expected time of explosion

The time to clear the area (not later than fifteen (15) minutes prior to an expected detonation time, if any)

The time to resume the search (no sooner than thirty (30) minutes after the expected detonation time)

The floor plan of the area, if available and if time permits

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Revised:	04/19/20

Patrol SOP	Subject
A.05.01	Bomb Threat/Search

Information on previous bombings or incidents, if any

Search team assignments

Search plan

General precautions

Communications plan

Reminder: Do not touch or disturb any suspected packages or devices, report their location immediately to the shift supervisor/search commander. If a device or hazardous explosive item is found, the officers at the scene will be responsible for the evacuation of the area in an orderly manner; no unauthorized re-entry shall be permitted until "all-clear" signal. Evacuation should be ordered for a distance of at least 500 feet from the bomb or suspicious device.

REPORTING: Initial master case report will be completed by investigating patrol officer. If suspect information is developed, follow up investigation will be handled by Detective Unit.

Effective:	09/01/16
Revised:	04/19/20

Patrol SOP	Subject
A.05.02	Explosion Occurred

DISCUSSION: If an explosion has occurred, it shall be the patrol officer's primary duties at the scene to:

- * Protect life and render first-aid
- * Minimize the property damage and prevent looting
- * Ensure that no other explosives or explosive devices are present. DO NOT HANDLE ANY SUSPECTED DEVICES.
- * Protect the scene
- * Apprehend the violator(s)
- * Do not touch any items unnecessarily. Know what you must touch, if not ... leave it alone. Disturbing items at a blast scene can dislodge debris and cause the major structure to collapse and obliterate or bury evidence or a person.

ARRIVAL: The first car on the scene shall take charge until relieved by a supervisor and complete the following:

Keep other police officers out of the area unless needed for specific duties

Notify the communications center as to the extent of damages and injuries

Request an aid car, if there are any injuries

Request fire unit if there is a possibility of fire due to the proximity of structure or power lines

Estimate and request the number of personnel needed to secure the scene

Large scale explosions may require the establishment of a command post

Detain any known suspect(s) and witness(s)

DO NOT USE RADIOS OR CELLULAR PHONE IN THE EXPLOSION AREA

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Patrol SOP	Subject
A.05.02	Explosion Occurred

When additional patrol units arrive on the scene:

Assist in protecting the scene

Help search for casualties

Be sure to enter and leave the scene by the same route, attempting to follow previously used route if possible

Make a notation of access, exit and search routes used by anyone assisting at the scene

Have gas and electrical power turned off

Search the area for possibility of other explosive devices

Make a notation of known areas where the scene or evidence has been contaminated

Obtain name, address, home and business phone numbers of all potential suspects (if known) and witnesses

Compile descriptions of suspects.

Explosions resulting in property damage only should include the following notifications:

Fire Department

In cases where major damage has occurred notification of detectives via patrol supervisor request to detective supervisor

Assist from Bomb Disposal Unit (outside agency) and Duty Officer should be notified by the shift supervisor.'

Explosions resulting in injuries or fatalities should include the following responses:

Ambulance/aid cars

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Patrol SOP	Subject
A.05.02	Explosion Occurred

Fire Department

Establish road blocks as directed by shift supervisor

Duty officer, notify via the shift supervisor

Bomb disposal unit (outside agencies)

Additional patrol units as needed shall be directed to various locations by shift supervisor

ADDITIONAL FACTORS:

In an explosion resulting in a fire the investigation will be conducted jointly by the Kent Fire Department and Detective Unit

A detective assist may be requested by the shift supervisor who will contact the detective supervisor

If the incident is major, then the shift supervisor may set up an area outside the perimeter to assist the press with statements as to the investigation. No public statements regarding the nature of the explosion shall be given.

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Patrol SOP	Subject
A.06.01	Burglary-In Progress

*Business

*Residential

DISCUSSION: The circumstances involving possible in progress burglaries as in other type of in progress calls often are of a suspicious nature, being reported by neighbors, a passerby, etc. The responding primary officer should attempt to get as much information as necessary, prior to their arrival. Staffs at the communications center are trained to ask the following questions:

- * Address or direction of burglary from R/P address.
- * Brief description of circumstances.
- * Time delay - happening now, or 5 min. ago? (DISPATCH TO OFC'S)
- * Description of suspect/s vehicle.
- * More detailed description of situation - weapons, etc.
- * R/P is kept on the line for continuing updates of the situation.

See the Valley Communications training manual for further detail.

RESPONSE: The in progress burglary requires a minimum of two (2) officers respond and would generally be conducted using emergency equipment. It is suggested that additional units be requested if the situation is perceived to necessitate further assistance. When the patrol units arrive within hearing distance, the lights and sirens to their units should be turned off if stealth is required.

ARRIVAL: Patrol units should be parked in such a manner as to conceal from the view of the business or residence the arrival of police.

TACTICS:

- * The officers on the scene should take up positions of cover, while attempting to ascertain the validity of the detail.

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Patrol SOP	Subject
A.06.01	Burglary-In Progress

* A perimeter of the area can be set up at the onset to increase probability of apprehension of suspects; this should be an immediate consideration of the supervisor and responding units. Whenever possible, this should be initiated by the sergeant and/or primary officer.

* A K-9 assist is suggested whenever available, particularly when a perimeter is initiated. Officers should watch the business/residence for any unusual activity prior to making any contact with subjects in the immediate vicinity or prior to approaching the business/residence to commence a search of the interior/exterior. If a subject is observed in the immediate area, advise dispatch, and request a back-up. A felony style detention/arrest procedure is warranted in this situation for officer safety reasons, initiate contact with this in mind. Don't forget there may be other suspects/subjects around the area, so a back-up is critical for surveillance and control of the situation.

ENFORCEMENT: If it is determined that the situation is criminal in nature an arrest may be warranted. Each situation must be assessed for the proper elements to the law before a decision can be made.

REPORTING: If an actual crime can be verified, a case report should be taken by the primary officer. If an arrest is involved, follow applicable section in this manual. If the situation is suspicious in nature, a F.I.R. may be filled out by the officer or MDC notes entered in the call.

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Patrol SOP	Subject
A.06.02	Burglary-Occurred Prior

*Commercial

*Residential

RESPONSE: For the routine report the response would dictate the officer follow all state traffic laws, and proceed to take the report as soon as possible.

ENFORCEMENT: If a suspect is named, and further investigation is determined to be necessary, this may be pursued by the initial officer or turned over to detectives for further follow-up. If suspect information is given the responding officer should obtain a recorded statement from the RP/VIC.

REPORTING: A case report will be completed by the responding officer. If further investigation is necessary, advise the victim that the case will be referred to detectives for further follow up, or advise them what else will be done by the initial officer. For purposes of this type of report suggest asking the victim if they have insurance and the name of the company, include this in the report narrative. In the event the loss is substantial and records would typically be kept for the type of items stolen, request copies of the invoices, receipts, inventory logs, something which would substantiate that such an item ever existed. This is particularly helpful in the instance of a large monetary loss in a commercial burglary. Consider canvassing the neighborhood to determine if anyone has seen anything suspicious in nature as well as a check for video surveillance form the VIC location or neighboring areas.

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Patrol SOP	Subject
A.07.01	K9 Unit-Generalist

DISCUSSION: The mission of the generalist K9 Unit is to locate people and/or evidence at or near crime scenes and to provide protection and/or backup for line officers when possible and practical. Generally, a K9 team will be applied as a sophisticated tool to enhance the capabilities of Patrol or other line units at a crime scene. Generalist Police Dog Teams are classified by virtue of them being trained to be multi-faceted. They will perform building and area searches, evidence searches, trail and/or track, pursue and detain suspects when warranted.

*Criteria for Narcotics Dog Specialist will be discussed in subsequent sections of this manual.

RESPONSE: When responding to a canine perimeter location it is recommended officers do so using emergency equipment.

TACTICS: Although all Circumstances are different, situations that warrant the application of a K9 team will be limited to situations where primary investigating officers have Probable Cause for a suspect(s) arrest, or when searches for physical evidence are requested. It is acknowledged that each K9 team is considered to be uniquely specialized. "Specialized" by virtue of them having received extensive special police dog handler training; and "Unique" by virtue of the fact that no other person may so apply their dog. Additionally, they will be the one trained and capable to "read" or understand changes in their dog's behavior. The handler has the ability to decide to decline in applying their partner in any given situation.

When requests are made of a K9 Unit, the three "C's" analogy should be applied. The three "C's" are defined as:

- 1) Containment
- 2) Contamination
- 3) Call Out

When the foregoing three "C's" are not applied the likelihood of a successful Canine application is greatly diminished. The following explanation of the concept behind

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A.07.01	K9 Unit-Generalist

the three "C's" should be adhered to when requesting the use of a Police Generalist Canine.

CONTAINMENT: Containment is defined as the act(s) of assigning police units to form a physical or perceptual barrier, that surrounds a building or geographical area, with intent of deterring or disrupting a suspects escape or flight. Containment will consist of 2 types:

1) High visibility

2) Low visibility

Unless directed by the on duty coordinating officer or K9 officer all types of containment will be of the High Visibility Nature. During this time all Visual Equipment will be activated (overhead lights, head lamps, and spotlight), the vehicles engine will be intermittently turned off/on to avoid exhaust contamination, and the officer(s) will be inside of their vehicle. At the direction of the K9 handler the audible emergency siren may be used as well.

Placement of the Containment vehicles will be done by the coordinating officer, or their designee, and will be done with the potential escape route of the suspect in mind. Once the K9 is applied it may become necessary to adjust the positions of the Patrol units in an effort to expand or maintain containment. These adjustments will be made at the direction of the coordinating officer or designee. Containment units should not be moved unless the containing officer's safety is compromised or he is directed to do so by the person coordinating the containment.

Low Visibility Containment is normally intended as a tactical tool that is used while maintaining a physical perimeter of a geographical area. This type of Containment consists of shutting off all forms of emergency equipment and secreting the officer in a tactical location in an effort to capture a fleeing suspect while they are moving within a contained area. This type of Containment will only be used at the direction of the officer coordinating Containment. When efforts are made to contain a building or area, the primary objective is to close off all possible escape routes. This is best accomplished by assigning perimeter officers at points surrounding the

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building or area and covering potential exit points. If, while positioned on a Containment position, observations are made that would assist the K9 Team, it should so be communicated via radio to the coordinating officer so that adjustments can be made. At no time should a Containment Officer attempt to affect an arrest on a fleeing suspect while alone, if the officer determines that an arrest is absolutely necessary, they will when practical notify the coordinating officer or Canine Team via radio of their intentions.

The K9 handler will have final say for all patrol response, coordination, and adjustment of containment. The patrol supervisor has the authority to call any canine track or limit response as well.

CONTAMINATION: Contamination is defined as those outside influences, at a crime scene, which will adversely affect the success of a Canine application. Contamination includes, but is not limited to; human contamination, chemical contamination, traffic contamination, and animal contamination. If at any time in the judgment of the Patrol Supervisor, over contamination of a crime scene is a factor, these factors will be communicated to the Canine handler prior to application of the Team. The K9 Officer will make final decision to continue or discontinue tracks based on contamination.

CALL OUT: Call out of a Canine Team will be defined as the act of activating a Canine Unit to respond to a crime scene in an effort to assist Patrol Officers. For the purposes of this section Call outs will be limited to those times when a Canine Team is normally not in service, and is in a position to be easily activated from or near home. The circumstances surrounding a Canine Unit call out will be first evaluated by the on duty Supervisor, with consideration given to; Weather, Crime Scene Contamination, Staleness of Call, and Proximity. All Canine Call Outs will be authorized by the on duty supervisor. If a Kent Police Canine Team is unavailable for Call Out, the on duty supervisor will have the option of referring to the Outside Agency Canine Roster kept in the Records Section. This roster will be maintained by the Canine Unit Supervisor, and Teams shall be called out on the order listed on the .roster.

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A.07.01	K9 Unit-Generalist

ADDITIONAL FACTORS/OTHER CONSIDERATIONS: Assistance to Canine Handler- Given the inherent hazards of Canine deployment, often times an escorting officer is necessary to enhance safety to the Canine Team and involved officers. Whenever practical an escort officer will be assigned to work with a deploying Canine Team. Once assigned as an escort, the escorting officer will be directly responsible to the Canine Handler and will follow directions as specified by that handler.

Canine Related Activity and Documentation- When a Canine Team is effectively utilized, accurate and appropriate reporting of the incident is essential. Often times conjecture on behalf of investigating or escorting officers contributes to diminished reporting accuracy. Therefore under no circumstances will the investigating officer(s) attempt to interpret the Canines actions in their report. The investigating officer will make reference to utilizing the Police Canine, and refer readers to the Canine Officers Supplemental report where all facts will be documented. Canine Unit will not be used for search and rescue i.e., missing or lost persons, or persons with mental disability where no crime has been committed.

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Patrol SOP	Subject
A.07.02	Narcotics K9

DISCUSSION: The following represents the criteria and desired conditions to be considered in the application of the drug detection K-9 unit.

1. A goal of the narcotics detection K-9 team is to participate in all search warrants for controlled substances and in the execution of other warrants when information suggests a high likelihood of controlled substances being found.
2. The drug detection K-9 team when on duty will normally be deployed in area where strong likelihood of drug activity exists.
3. The drug detection K-9 team should be utilized to examine vehicles pursuant to search warrants, or when probable cause or reasonable suspicion exists that controlled substances are contained in the vehicle. (Note: detention of vehicles in non-arrest circumstances should not exceed 20 minutes and a traffic stop may not be extended in any fashion to apply the team.)

On-Duty: Requests for assistance may be made directly of the drug detection K-9 team by radio, in-person, or by phone. The on-duty supervisor will be notified by the handler of the request and its general nature.

Off-Duty: Off-duty requests for assistance must be made through the on-duty supervisor, whether from Kent or an outside agency. The on-duty supervisor will then contact the drug detection K-9 handler if a call-out is deemed appropriate -- see below. The following are to be considered in the decision to authorize an off-duty call-out:

1. Reasonable suspicion should exist that if drugs are found, it would constitute a felony charge;
2. Search warrants nearing the planning stage for execution wherein the primary basis for the warrant service is drugs, or where a quantity of drugs have been seized and a more defined or comprehensive search is necessary.

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Patrol SOP	Subject
A.07.02	Narcotics K9

TACTICS:

Because situations and circumstances may vary, all officers requesting the assistance of the narcotics K-9 team are asked to be consistent in preparing an area for an application. Whether it is to minimize distractions to the K-9, contamination, or K-9 and officer safety, the following guidelines should be followed:

Vehicle Searches

- * Have vehicle as far off of the traveled portion of the roadway as possible, preferably in a parking lot or driveway. It may be necessary to close a lane of travel.
- * Stop motor and roll up windows. (*in winter time, you may be asked to start the car and turn on the heater prior to the team's arrival).
- * Secure all evidence to include drugs, paraphernalia, and substances or objects which could harm or distract the K-9, i.e., food, pets, antifreeze, broken glass, syringes, etc.
- * Advise handler of location of any removed evidence.
- * Keep occupants out of immediate area and in control.

Area Searches

- * Identify the area to be searched by either landmarks or by perimeter (use cones, flares, engineer's tape, if necessary).
- * If daytime, check area for possible safety/health hazards and/or distractions.
- * It is not necessary to secure a perimeter as one would for a "generalist K9 application," but contamination from outside sources, people and animals, should be prevented if possible.

Search Warrants

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A.07.02	Narcotics K9

* All occupants shall be secured prior to the K-9 team entering and placed in one location for accountability and control.

* All visible evidence (i.e., drugs, paraphernalia) should be secured.

* Items of distraction or of safety hazards need to be removed; food, other animals, sharp metal objects, syringes, antifreeze, motor oil, etc.

* The K-9 handler should be advised of all previous finds of evidence so as not to confuse the K-9.

* In most instances, the K-9 team will be assisting the detectives on search warrants. The handler will advise the detective responsible for evidence collection of any locating of new evidence. It may be necessary for the handler to secure evidence to prevent its loss or destruction.

Storage Facilities

a) Preferable to work area after business hours when customers are not present.

b) Circumstances may dictate that patrol officers assist the K-9 team in controlling the premises, if detectives are not available, and in securing information on tenants from managers.

ADDITIONAL FACTORS:

Requests for Assistance

a) Officers may be contacted by citizens who have an interest in the narcotics K-9 program. They should be referred to the K-9 handler. Those most likely showing an interest would be associated with schools, mailing facilities, storage locker businesses, private industry, and other police agencies.

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Patrol SOP	Subject
A.08.01	Business Dispute

DISCUSSION: A disagreement between a customer and a business is a civil situation in most cases and should be treated as such. If the parties cannot reach some kind of reasonable decision in the dispute, the officer can refer them to their respective attorneys.

RESPONSE: This type of incident, while civil in nature, may require at least one officer to respond to reduce tension and avert a potential criminal incident. It is suggested, however, that since two parties are usually involved that at least two officers respond in a routine fashion whenever possible.

TACTICS: As in all potentially volatile situations, the officer/s should maintain a safe distance from subjects involved and separate the parties and ask questions about the problem individually.

ENFORCEMENT: Unless the officer determines that a criminal act has in fact occurred, NO ARREST shall be initiated. It is recommended that the officer explain as fully as possible the reasons why no police action will be taken so that all parties clearly understand the decision/s made by the officer.

REPORTING: It is recommended that an F.I.R. or MDC entry be initiated documenting the circumstances and parties involved.

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Patrol SOP	Subject
A.08.02	Civil Standby

DISCUSSION: As in most civil situations, the officer is there only to prevent situations from escalating. In a Civil Standby, usually the officer is called to be on the scene when the R/P is retrieving property and/or children.

RESPONSE: In most cases this type of call should be a two officer routine response. Suggest contacting the R/P prior to entry to ascertain the possible reception officers and R/P will have. If the R/P provides information that potential problems may be encountered due to the other parties' violent nature, interest in weapons, or any potentially dangerous behavior, a records check should be initiated prior, for officer safety reasons.

TACTICS: The primary officer should find out if the R/P wants the officer to initially contact the parties at the residence or business to smooth the way. If not, the officers can maintain a position outside the location to be readily available if need arises. If a verbal altercation should begin, it would be in the best interest of all parties to terminate the situation as speedily as possible. The officer/s should reduce the potential hazards of such situations as they would in a domestic encounter, and suggest that the parties cooperate to reduce the need for further encounters in the future. If this doesn't work, then advise the parties to contact their attorneys and gain possession of property through the court.

REPORTING: It is suggested that all such incidents be documented in an F.I.R. or MDC entry as to the circumstances and persons involved.

ADDITIONAL FACTORS: Generally, the officer/s responding to this type of detail should not have to stay for a lengthy period of time; however, it should be at the discretion of the officer as to how best to resolve the situation. When advising citizens to utilize this service, the patrol officer should remember to tell the individual/s that police officers are limited as to the actions they can take and that officers can stand by for short periods of time. Civil stand-by should not be completed between the hours of 2200-0800. Additionally, both parties should be present during any stand-by that police are present for.

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Patrol SOP	Subject
A.08.03	Customer Problem

DISCUSSION: In most instances, an officer should view the customer problem as a disturbance call.

RESPONSE: A disturbance call would generally require a two officer routine response.

TACTICS: Upon arrival, if a disturbance is taking place, priority should be given to restoring order. Separate the parties involved. If the situation is verbal only, the officers should attempt to investigate the problem or complaint. If no problem is evident upon the officer's arrival, contact the management and ascertain the basis of the complaint. If it is determined after contacting management that they do not want the problem customer on the premise, it shall be the management's duty to contact the party involved in view of the officer/s, and order the problem customer off the premise. Once this has been done, the officer shall instruct/warn the customer that refusing to comply can result in their arrest for criminal trespass. Suggest the individual be warned a second time to ensure understanding of the consequences of future actions. If the problem customer has a complaint about the business, listen to their side. This may alleviate future problems if individuals involved feel they have been fairly treated by the officers at the scene. Officers should remember to keep the problem customer in view to ascertain if any criminal behavior is evident, i.e. disorderly conduct, threats, carrying weapons in an establishment serving alcohol, etc.

ENFORCEMENT: If the situation involves a dispute over billing, charges, or service, the officers must make an objective investigation into the matter and make a decision as to whether the matter is criminal or civil. If the officer determines that the situation is civil, then a compromise may be suggested, if not referral to attorney may be appropriate. If a crime is being committed in view of the responding officer/s, i.e. fighting/assault or disorderly conduct etc., the officers should affect an arrest as a means of bringing the situation to a peaceful conclusion. If an arrest is initiated, then removal of the individual is usually the most effective option, although a citation can be issued.

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Patrol SOP	Subject
A.08.03	Customer Problem

REPORTING: If the situation is civil in nature, an F.I.R. or MDC notes outlining the circumstances and individuals involved is suggested. If a suspect is arrested, the situation would warrant a case report be completed by the primary officer.

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Patrol SOP	Subject
A.08.04	Landlord/Tenant Dispute

DISCUSSION: As in other civil type incidents, the officer is there to keep the peace. In a Landlord/Tenant Dispute, many accusations can be set forth on both sides. It is up to the investigating officer to ascertain whether criminal actions have occurred. In most cases, the dispute will be civil in nature and should be handled as such.

RESPONSE: In most cases this type of call should be a two officer routine response.

TACTICS:

* Upon arrival, if a disturbance is taking place, priority should be given to ending it. Separate the parties involved.

* If the situation is verbal or only one party is at the scene, the officer/s should attempt to investigate the problem or complaint.

* If it is determined that the tenant is not paying rent or will not vacate the premise, then the Landlord/Tenant should be referred to legal counsel. Eviction proceedings are conducted by King County/Sheriff Department by court order.

ENFORCEMENT: If any real property has been intentionally and maliciously destroyed by the tenant under 9A.48, the tenant may be subject to criminal prosecution for malicious mischief.

NOTE: Probable cause must be present to arrest/charge tenant with malicious mischief. Being the tenant of record may not necessarily establish probable cause that that tenant is criminally responsible for the damage to the property. However, the tenant may be civilly liable and both parties should be advised to seek civil remedy.

If a crime is being committed in view of the responding officer /s, i.e. fighting/assault, malicious mischief, disorderly conduct, etc., the officers should affect an arrest as a means of bringing the situation to a peaceful conclusion.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.04	Landlord/Tenant Dispute

Officers should exercise discretion in situations involving landlord tenant issues. If probable cause is developed this type of case should result in an at large arrest or filing rather than a physical arrest. This is to protect the officers and agency from liability from the inherently civil nature of this type of call.

REPORTING: If the situation is civil in nature, an F.I.R. or MDC notes outlining the circumstances and individuals involved is suggested. If a suspect is arrested, the situation will require a case report be completed by the primary officer.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.05	Neighborhood Problem

DISCUSSION: The types of problems that can be encountered are numerous and should be dealt with in an even handed manner when two or more parties are involved.

RESPONSE: The type of incident will most likely dictate the response by police units. If the problem is non-criminal in nature and only one party will be contacted, generally a one officer routine response is adequate. However, if the situation has any overtones of potential conflict, for officer safety reasons this type of call should be a two officer response.

ENFORCEMENT: Upon arrival, if a disturbance is taking place, priority should be given to ending it. Separate the parties involved. If the situation is verbal, or only one party is present at the scene, the officer should attempt to investigate the problem or complaint. If the officer determines that the situation is civil, i.e. property dispute, garbage/animal complaints suggest a two way dialogue between the parties involved. In some cases, consultation with individual's attorney or contacting animal control would be the best suggestion to offer. If, however, they are complaining about speeding vehicles, loud parties or music, vandals, etc., there are potential solutions that can be outlined for the individuals and each officer should be familiar with some suggestions to offer.

REPORTING: In some cases a FIR would be appropriate. This can also be completed by adding notes to the call using the MDC. If an arrest occurs, a case report will be completed.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.06	Restraining/Protection Order Service

Discussion: In the course of patrol duties officers will periodically be assigned court orders for service. It is suggested that the officer always ascertain if WACIC/NCIC, and the in-house records, have been checked by a records specialist prior to making contact with any individuals that the officer will serve notice on.

Response: Officers will be assigned orders for service by patrol supervisors and should make effort to serve the order within 24 hours of receiving the order. They should make at least one attempt per shift to serve the order. If the respondent is not home or does not answer, attempts to find out if the address is valid through the use of neighbors or property managers should be made.

Officers should make attempts to serve the orders until the final day listed for service on the order packet. A two officer response should be considered if the person has a record of hostility or violence. If the order cannot be served while assigned the officer should make appropriate notes on the attempt for service sheet to aid other officers in serving the order.

- The following are some types of orders that may be served:
 - Order for Protection
 - Restraining Order
 - No Contact Order
 - Civil Anti-Harassment Order
 - Order to Surrender Weapons
 - Extreme Risk Protection Order (ERPO)
 - Ex Parte Extreme Risk Protection Order

Other types of court paperwork such as parenting plans, divorce paperwork and other civil documents should not be served by police officers unless there is some sort of articulable safety concern that the respondent poses.

Order Service/Tactics

- Read the order thoroughly to understand what needs to be done upon service.
- Attempt to serve the respondent as soon as possible after receiving the order for service.

Effective:	09/01/16
Revised:	4/9/19

Patrol SOP	Subject
A.08.06	Restraining/Protection Order Service

- Service is not considered valid unless the Respondent/Restrained Person is personally served, has knowledge of the order, or unless the court specifies otherwise.
- Explain to the individual what the order pertains to, i.e. order restraining them from contacting....Do not give legal advice concerning the order. Advise the respondent to contact an attorney if they have legal questions about the order after they read it.
- If the Respondent/Restrained Person is served in the Protected Person's presence, serving personnel shall take reasonable steps to help safeguard the Protected Person.

Reporting: It is the officer's responsibility to completely fill out the Return of Service and complete the order service log both in records and in the patrol briefing room. If service is made the Return of Service will be returned to records. If the order cannot be served the order packet will be returned to the patrol briefing room and order service log completed as appropriate.

- Orders issued outside Kent jurisdiction will be honored and served if the person to be served lives or works inside Kent city limits. These orders are completed and returned to court of origination by Records Division.

Effective:	09/01/16
Revised:	4/9/19

Patrol SOP	Subject
A.08.07	Repossession

DISCUSSION: In most instances, a patrol officer should not have to deal with a repossession of a vehicle. The companies repossessing generally notify police of the confiscation of property although they are not required by law.

RESPONSE: This type of incident is often dispatched as a theft in progress, or a civil dispute, etc. Given these circumstances, the response would require two officers respond in a routine fashion.

ARRIVAL: If the parties involved are cooperative, separate the parties and determine the circumstances.

ENFORCEMENT: If a disturbance is taking place, priority should be given to ending it. Separate the parties involved, and find out the problem or complaint. If a criminal act has occurred, appropriate measures up to and including an arrest may be the best solution. If the patrol officer is called to a theft of vehicle report, and asks the R/P a few questions about the possibility of a repossession and the R/P is late on payments, etc., have the R/P contact the holder of the contract, and verify with dispatch/Kent records if a repossession had been reported. Normally this would have already occurred prior to dispatching officer but never assume.

REPORTING: In most instances involving an unreported repossession, no documentation would be necessary, except that it would be a good idea for the officer to make contact with the repo company to advise that they should make sure of future notification to the police department. If an arrest is made, a complete case report will be taken. If a confrontation/verbal situation has occurred without an arrest, it is suggested that an F.I.R. or MDC notes be completed.

ADDITIONAL FACTORS: In repossession, the company calls the police department. Records staff then verifies the registration and takes the information about the vehicle/registered owner and teletypes this information to Valley Communications. The repo company's name, address, and phone number is recorded, along with the location of the repossession.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.01	Assault/Fights

DISCUSSION: Assaults and Fights are disturbance calls and should be viewed as potentially dangerous. The objective of responding Officers is restore order, preserve the peace and fully investigate any suspected criminal offense.

RESPONSE: Code response should be determined by the Officers to which the call is assigned and in accordance with Department Policy and the law. Factors that should be considered when a code response should or should not be made are but not limited to:

Location and response time of other assigned units

Known or suspected weapon involvement

Report of any injuries

Reports of substantial property damage

Number of participants

*The initial response will include a minimum of two (2) Officers.

TACTICS:

Officers should link up and consolidate into groups of two or more before attempting contact. Additionally, in many cases it is best to approach the scene from one direction as a group rather than multiple directions as contact is established with those involved or witnesses. It would be appropriate that this element identifies contact and cover officers within the element at this time.

Other responding officers can establish a perimeter that allows observation until the units clearing the immediate area are complete. Once that has occurred they can then enter the scene and assist with investigation as necessary.

If on arrival, it is found that the disturbance is in progress immediate verbal orders should be given to halt or stop. If the orders are refused any participant observed in a physical confrontation should be taken into custody, isolated and removed from view of the crowd if at all possible. In addition, participants should than be

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Patrol SOP	Subject
A.09.01	Assault/Fights

identified, separated, and then isolated from the crowd and each other. Witnesses should then be identified and at which time the crowd of onlookers dispersed. If any participants are found with injuries, aid should be summoned. As the situation becomes stabilized, an investigation should then be initiated thru the use of interviews. If on arrival the incident is over, participants should be identified and separated from one another and the crowd. Witnesses should also be identified and separated. If injuries are found and observed, aid should be summoned. As always, as the incident becomes stable the crowd of onlookers, if any, should be dispersed.

ENFORCEMENT: If the incident meets the criteria of an assault and there were substantial serious injuries caused or if any weapons had been introduced during the incident or if there was substantial property damage, then arrests should be made if and where applicable. If assigned Officers themselves observed any criminal behavior, their options to exercise an arrest should be considered.

REPORTS: A written report will be initiated where an arrest is made and in the case of any reported injuries, weapon involvement, or property damage caused by the disturbance.

* Juvenile Misdemeanor assaults require written statements.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.02	Crowd Control

DISCUSSION: There are two groups of gatherings. There are crowds and mobs. A crowd can be a large gathering for any reason. When the crowd starts to become disobedient and starts to light objects on fire, then the crowd is now a Mob. A Mob requires a specialized response and supervision. Large gathering of people does not, in itself, require Police supervision. However, crowds can become a serious hazard and Officers must be able to determine if a gathering will become uncontrollable. In which case, Officers must take immediate steps to prevent disorder.

RESPONSE: Emergency response should be determined by the Officers to which the call is assigned and in accordance with Department Policy. Factors that should be considered when a code response should or should not be made are, but not limited to:

Crowd vs Mob

Location and response time of other assigned units

Known or suspected weapon involvement

Report of any injuries

Reports of substantial property damage

Number of participants

*The initial response will include a minimum of two (2) Officers, plus notification to a Sergeant.

TACTICS:

The following are guidelines to assist Officers as they arrive at the scene of a gathering of people. If the crowd is orderly participants of the precipitating incident should be identified and then separated. Officers should then give verbal commands to the crowd to "move on", in order to disperse them if they are gathered illegally. All verbal commands should be polite but firm. Officers should refrain from being

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Patrol SOP	Subject
A.09.02	Crowd Control

physical or making remarks that could cause alarm or resentment by the crowd. When these commands are given they must be given to all without exception. A key to remember is to exhibit courtesy and professionalism. If on arrival, it is found that the crowd is unruly or appears it is becoming hostile in order to bring about control of this group Officers must ensure that they have sufficient manpower to control the crowd Officers should never hesitate to call for assistance. As in all disturbances and crowd complaints, the participants involved in the precipitating incident must be identified, separated, and if all possible isolated from the crowd. Suggestions in attempting to bring about order after the participants have been removed or isolated are as follows:

- a. Contact any leaders or person in charge of the group or crowd and determine what they are doing and what they expect to accomplish
- b. Attempt to fragment the crowd into smaller isolated groups
- c. Identify and remove or isolate group leaders and agitators
- d. Attempt to divert attention of the group by using a "PA" system on the fringes of the crowd while giving verbal commands to disperse
- e. Using a "recognized" leader such as a union official, School Official, etc. to bring about peace and the dispersing of the crowd
- f. Prompt arrest and removal of any person observed in the commission a violent criminal act. Depending on the situation, if you are dealing with a crowd, then arrests may be necessary to keep the peace. It is recommended you have someone video tape the incident and make arrest away from the crowd at a later date or location. Making immediate arrest may incite the crowd into a Mob. Our biggest concern would be to have a crowd to turn into a Mob based solely on enforcement action taken by the police.
- g. The clearing of the area of any and all spectators.

If the crowd has refused to disperse and has become violent and hostile and the public safety has come into question, then the Officer in charge may exercise City

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A.09.02	Crowd Control

and/or State Law regarding "FAILURE TO DISPERSE", providing that the incident in question meets the criteria of this statute. I.E. "three are more persons congregating with a group and there are acts within that group which create a substantial risk of causing injury to any person or substantial harm to property and refuses or fails to disperse when ordered to do so."

If this situation exists, than the Officer in charge shall announce to the crowd/mob, preferable by "PA," that "this is an unlawful assembly and the people have three minutes to disperse or face immediate arrest" At the two minute mark, a second warning should again be made and again warning the crowd that they have two minutes to disperse or they will face immediate arrest. At the end of the three minute mark the crowd/mob will be advised that the crowd/mob is an unlawful assembly and orders to disperse given. At this point arrests will be affected on those refusing to disperse by order.

* Officers should keep in mind that an "Avenue of Escape" should be made available to members of the crowd/mob so they can disperse safely. Also, Officers should only exercise force which is reasonable.

ADDITIONAL FACTORS: It should always be remembered that it is the responsibility of the Police to restore order, to protect life and property, and to maintain the peace.

Effective:	09/01/16
Revised:	01/25/18

Patrol SOP	Subject
A.09.03	Noise Complaint

DISCUSSION: A noise complaint is a frequent type of incident that patrol officers are requested to handle. They are more prevalent in apartments and condominium complexes due to the close proximity of the tenants. In addressing noise complaints Officers will often have address cultural differences between the involved parties.

RESPONSE: Generally this call would require a two officer routine response. The officers should contact the source of the noise, if able, and advise the, individual/persons of the complaint. If the person is in violation of the City Ordinance (KCC 9.02.680), i.e. music complaint, the officer should make the individual aware of the fact that they are in violation and shall reduce the noise level to alleviate the potential for any legal action that might be taken. In doing so they should make an effort to fully identify the person who is responsible for the location the noise is emanating from. If a warning is issued having the responsible party identified will be necessary in the event enforcement action needs to be taken in the future.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.04	Striker Problem

DISCUSSION: It is the Kent Police Departments position to treat all parties in a fair and impartial manner. It is incumbent upon us not to allow personal prejudices influence any action we might take.

RESPONSE: In the majority of cases the department is notified in advance of an impending strike. Should you receive a call of this nature, attempt to obtain as much information as possible.

Example:

1. Name of RP, Company, Local, Address, Phone, and Contact Representative.
2. Relationship to strike (management or labor).
3. Who is the contact person representing the opposing side.
4. Date/time strike expected to take place.

Direct the information via E Mail to the Patrol Commanders and Patrol Sergeants.

TACTICS: Based on known information, gauge your response accordingly. When in doubt, error on the side of safety and respond with two units. Mere police presence in most cases has a calming effect.

ENFORCEMENT: Crimes against Persons will not be tolerated and shall be enforced without exception. Other enforcement action shall take place as deemed necessary based on the totality of the circumstances present at the time. Booking is preferred, but if not practical remove offender from immediate area, cite and release.

REPORTING: Anytime police presence is needed on location, a master case report will be initiated. In any situation where enforcement action is taken case reports shall be written or a follow up make to the existing master case.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.05	Signature Gatherers/Solicitors

DISCUSSION: Periodically officer will receive calls for service from businesses where citizens are attempting to gather signature, in most cases for ballot measures that will be put to a vote. Officers should be aware of the rights and protections of the parties involved. This topic requires regular legal review as there is consistent and ongoing litigation over the rights of the involved entities.

RESPONSE: Being that this is basically a dispute two officers should respond in a routine fashion. It is also recommended a supervisor respond as well.

ARRIVAL: The RP should be located first to determine the nature of the complaint and what their desired outcome is. Based on this information the officer/s should take appropriate enforcement action if applicable.

ENFORCEMENT: In cases where the business is a standalone business that does not constitute a common public area that would not be of use to someone other than a patron the subject can be trespassed and, if necessary, arrested for trespassing. Officer's in this case should consider citing the subject at large as it is not a mandatory arrest and physically arresting the subject may expose the city and officer to liability given the ever changing legal environment in which we operate. Referral of the charges for review is a sound course of action in this case.

In circumstances where there is access to multiple businesses and there is any question as to who has direct control over the space in question a conservative approach should be taken. This would apply to larger shopping centers where multiple businesses reside, strip malls and places that are the modern day equivalent of a "town square", even when privately owned. In cases such as this officers should act as mediators and advise the property owner/RP of their option to pursue civil remedies.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.10.01	Domestic Violence - Physical/Verbal

DISCUSSION: Domestic situations are potentially one of the most hazardous calls to which an officer may respond. In handling these incidents, the main objectives are to protect all persons (including officers) from harm while defusing the hostility and enforcing the laws allegedly violated.

RESPONSE: The code response will be determined by the dispatched officers in accordance with department policy and based upon circumstances known at the time. In addition, due to the potentially hazardous nature of all domestic situations, the initial response will include a minimum of two (2) officers.

ARRIVAL: The location where patrol vehicle(s) are parked should be chosen carefully to minimize the potential danger to the officers involved. From that point, the officers should proceed cautiously, regardless of the information received from dispatch. Advise dispatch when you arrive and when you go into a building.

TACTICS: This type of call dictates a two-officer response. Although all situations are different, there are some guides to assist in dealing safely with the situation.

- Approach the residence or building quietly and listen for a moment prior to knocking or announcing your presence.
- Once lawfully inside the residence or building, officers may conduct a protective sweep of immediately adjoining areas if the officers have articulable facts and reasonable suspicion to believe that the area to be swept harbors an individual posing a danger to those on scene.
- Separate the participants from potential weapons.
- After separating the participants, try to have them speak only with the investigating officers and not with one another.
- During separation officers will face each other, if possible, while participants' view is oriented away from each other. If that is not possible, officers should remain in visual and/or audible range of each other.
- Maintain good communication with dispatch.
- If necessary, move victims from the scene and to a safe location.

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Patrol SOP	Subject
A.10.01	Domestic Violence - Physical/Verbal

ENFORCEMENT: If officers find probable cause to believe that a domestic violence assault or order violation meeting the criteria of RCW 10.31.100 has occurred, officers shall arrest and take the suspect into custody for a physical booking into jail.

REPORTING: All allegations of domestic violence crimes require a complete case report written by the primary responding investigating officer whether or not there is probable cause to believe the crime occurred (see RCW 10.99.030 and Kent PD Policy #15.80). If there is no allegation that a domestic violence crime occurred, and the matter can legitimately be classified as a simple domestic dispute or as a civil matter, the officer may use either CAD notes, an FI report, or a full case report to document their response and findings.

Officers shall provide all domestic violence victims with a copy of the Kent Police Department's Domestic Violence Information & Resource Guide.

ADDITIONAL FACTORS:

* If officers must take an unattended child into protective custody due to the DV arrest of the child's sole parent or guardian, officers will follow the child protective custody guidelines of Kent PD Policy #16.30 and Kent PD SOP A.18.02.

* The primary reporting officer will document in the case report all victim requests for no contact with other participants.

* In the event officers cannot establish contact with the involved parties at the domestic violence scene, and there does not appear to be an observable exigency on arrival, additional steps should be taken to ensure the safety of those involved. Officers should check police databases for prior police response to the location or contact with those involved. Officers should look for alternative methods to contact potential victims and should canvass for nearby witnesses.

Effective:	09/01/2016
Revised:	03/13/2024

Patrol SOP	Subject
A.10.02	Court Order Violations

DISCUSSION: Many domestic violence cases result in the issuance of a no contact or protection order by courts of various jurisdictions. In most cases violations of these orders are a mandatory arrest situation and some violations are felony level crimes depending on the circumstances. Officers must be familiar with the different types of order and which are mandatory arrest and which are not.

Additionally, the following steps need to be taken when conducting an order violation investigation:

- The order must be confirmed by the issuing court or agency.
- The respondent must be in violation of one or more of the conditions listed on the actual copy of the order obtained from the issuing court or agency.
- A copy of the order, obtained from the issuing court or the serving law enforcement agency, must be submitted with the arrest report.

ADDITIONAL FACTORS: Felony order violation cases shall be handled similarly to any other felony case. This includes requesting a voluntary recorded statement from the victim(s) and any witnesses. A copy of the order shall be submitted to Records and another copy shall be attached to the detective referral. The master case report narrative shall list all relevant conditions of the order (such as distance restrictions), the issued date and expiration date, the order number and the court that issued it, the date it was served, and the name of the agency or person who served it.

All allegations of court order violations, to include violations of domestic violence protection orders, sexual assault protection orders, stalking protection orders, vulnerable adult protection orders, extreme risk protection orders, foreign protection orders, or Canadian domestic violence protection orders, shall be documented by the primary responding investigating officer in a complete case report whether or not there is probable cause to believe the violation occurred (see RCW 10.99.030 and Kent PD Policy #15.80).

Effective:	09/01/2016
Revised:	03/13/2024

Patrol SOP	Subject
A.11.01	SWAT Callout

DISCUSSION: In many situations the patrol officer may be required to set up an initial perimeter at the direction of the shift supervisor. It shall be the shift supervisor responsibility to contact the duty officer (commander) and provide a brief description of the situation, i.e., hostage situation, barricaded subject, etc., and a decision will then be made as to the call out of SWAT and/or hostage negotiator.

TACTICS: The following are several tactics, police officers should keep in mind:

- Take cover or conceal self on perimeter from suspect
- Immediately notify shift supervisor
- Prevent public from entering perimeter
- Direct people inside perimeter to safe location if possible, keeping in mind own personal safety

ADDITIONAL FACTORS:

After stabilizing the scene the shift supervisor should appoint someone else to supervise the other street activity if necessary call in additional staff for street coverage or on perimeter, etc. The shift supervisor should also notify the Duty Officer, as required. Shift supervisor should consider appropriate location for a command post.

* It is another option to request mutual assistance from an adjoining police agency.

RESOURCES: Call out list located in records

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Patrol SOP	Subject
A.12.01	Forgery by Check/Credit Card/Other Document/Transaction Device

DISCUSSION: Forgery is when an individual with the intent to injure or defraud makes, completes or alters a written instrument or he/she possesses, utters, offers, disposes of, or puts off as true a written instrument which he/she knows to be forged.

RESPONSE: If this is an in-progress call, at minimum a two (2) officer response should be initiated. All forgery suspects should be handled just like any other felon but REMEMBER just because this is a "paper crime" don't let your guard down when dealing with the suspects. Many forgers are substance abusers. This can be a high risk contact. In the event that the suspect's likelihood of apprehension is increased by a faster response units may consider running code to this type of call within policy and the law.

ARRIVAL: The location where the patrol vehicles will be parked should be chosen carefully to minimize potential danger to the officers involved. Be aware that the forger will undoubtedly have an accomplice waiting in a vehicle outside or near the business. REMEMBER watch for getaway vehicles with at least one occupant.

REPORTING:

IN CUSTODY

1. The initial investigating officer will handle the interview of the complainant/witness. Determine why the witness believes the document/check is a forgery.

2. Try to call the account holder or other person whose document/check has been forged. Find out if they know the suspect and did they give the suspect permission to;

* have possession of the check/document?

* sign the account holder's name or other person's name to the check/document?

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Patrol SOP	Subject
A.12.01	Forgery by Check/Credit Card/Other Document/Transaction Device

* have they reported the check/document stolen to the police and if they have, what is the case number?

3. Mirandize the suspect and obtain their version of the story.

4. Obtain all the original documents and make copies of each item and file with the master case report. Place the originals into evidence.

5. If you have established that the suspect was in possession of the check/document, that they did not have the owner's permission to the document, that they presented the document for the purpose of a transaction and that they signed, altered or presented the document; and that they did so with the intent to defraud or injure, then you have probable cause to arrest/book.

6. Many forgery suspects are involved in mail thefts and may have access to accounts under various names. If a suspect vehicle is located, attempt to obtain consent to search. If consent is not given observe within legal restrictions the interior of the vehicle for documents/mail in the names of persons other than the suspect. This information could be used in obtaining a search warrant affidavit. Many forgery suspects conceal evidence of their crime in the trunk of their vehicle.

7. If you plan to book and release, obtain a suspect statement and complete a handwriting exemplar first. Prior to decision to release check criminal history. If the suspect has extensive criminal history, no ties to the community and/or the suspect's identity is uncertain, book and hold for detectives. If at all possible still complete the statement and handwriting exemplar at the time of booking.

8. Whenever possible get recorded statements from all witnesses and account holders. It is often difficult to recontact witnesses at a later time. It helps to expedite the filing of charges when the statements are attached to the initial report.

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Patrol SOP	Subject
A.12.01	Forgery by Check/Credit Card/Other Document/Transaction Device

ADDITIONAL FACTORS: If there is more than one suspect involved in the incident, obtain handwriting exemplars and statements from each. Also, be mindful of KCPAO filing guidelines for forgery crimes.

* In most forgery cases the financial institution where the check/document is passed or attempted to be passed is the victim. The most likely secondary victim is the financial institution with which the account holder has the account. The account holder should be classified as a witness in the forgery.

* Citizens who have had checks or other transaction devices stolen should report that theft to the law enforcement agency that has jurisdiction at the location that the theft occurred.

* If stolen checks/transaction devices are forged, the account holder upon learning of such forgery should contact the financial institution holding the account and request an affidavit of forgery. That financial institution may then generate a forgery report directly to the fraud/forgery unit of the law enforcement agency that has jurisdiction at the location that the forgery occurred.

* NOTE: In the event that a forgery occurs that does not readily match the described criteria, the patrol officer may take the initial report and refer to the detective unit. In such cases the same reporting guidelines outlined for in custody reporting should be followed.

* REMINDER: The Kent PD Fraudulent Check Report form is a two page document. Make sure you give both pages to the victim/reporting party. The investigation policy is listed on the back of page two.

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Patrol SOP	Subject
A.12.02	Prescription Forgery

DISCUSSION: Prescription forgery is defined as making or uttering any false or forged prescription or false or forged written order.

NOTE: There are other elements to prescription forgery, but the above definition is one most commonly investigated by patrol. (See RCW 69.50.403 for their elements).

RESPONSE: If this is an in-progress call, at minimum a two (2) officer routine response should be initiated. All prescription forgery suspects should be handled like any other felons but remember just because this is a "paper crime" don't let your guard down when dealing with the suspects.

ARRIVAL: The location where the vehicles will be parked should be chose carefully to minimize the potential danger to the officers involved. Be aware that the forger will most likely have an accomplice waiting in a vehicle outside or near the business. Remember watch for getaway vehicles with at least one occupant.

REPORTING:

1. The initial investigating officer will handle the interview of the complainant/witness. Determine why the witness believes this prescription is a forgery. Determine what type of drug the suspect was trying to obtain. Back up officer will assist by contacting the suspect.
2. The officer shall try to attempt to call the physician's office that issued the prescription. Make sure you verify the name, address and phone number of the physician by using the phone book or operator assistance (the forger may have printed the prescription pad and has an accomplice waiting to verify by phone any inquiries into the prescription) .
3. If the suspect is still at the scene, Mirandize and obtain his/her version of the story. Get a statement and a handwriting exemplar.
4. Obtain all of the original documents and make copies of each item and file with the master case report and place original documents into evidence.

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Patrol SOP	Subject
A.12.02	Prescription Forgery

5. If probable cause exists arrest and book the suspect.
 6. If possible obtain a statement from the physician with regards to the prescription. Try to contact physician in person. Show the prescription to the physician and learn if it is one that they have written.
 7. Ask the physician if the suspect is a patient or employee. If the suspect is a patient or employee, find out when they were last into the physician's office: did the suspect have access to the physician's prescription forms?
 8. Whenever possible, get statements from all witnesses and suspects. (It is often very difficult to re-contact witnesses and may take months to track these persons down. It helps to expedite the filing of charges when statements are attached to the initial report.)
 9. A case report will be completed for all prescription forgery cases.
 10. Prepare a detective's referral form, make a copy of the original case report and any documents, statements and forward to the detectives for further follow-up.
- ADDITIONAL FACTORS:** If possible get the suspect to give permission to search his/her vehicle. Make an effort to recover any unused prescription forms that the suspect may have hidden.

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Patrol SOP	Subject
A.13.01	Felony/Armed Suspect Contacts

DISCUSSION: One of the most dangerous jobs that an officer will handle is contacting a felony suspect or an armed suspect. A felony suspect who knows that he is wanted also knows that he has a lot to lose if he is apprehended; therefore, this suspect has a higher potential for fighting or fleeing. Since this suspect is a higher threat for resisting arrest, we must assume that he has planned his resistance and is most probably armed. An armed suspect is not necessarily a felon but must be treated with the same caution. A "drunk with a gun," which is not necessarily a crime, can be just as severe a threat to the officer, if not more, than a wanted felon. Physical conditions such as alcohol or drug use can influence the behavior of a normal citizen to the extent that he can be more of a threat to an officer than a wanted felon. Therefore, any contact with a felony suspect or armed suspect should be handled the same.

RESPONSE: A minimum of 2 officers is necessary for the actual physical contact with a felony/armed suspect. Different circumstances or information could dictate a greater response and be evaluated in determining whether a code response is warranted.

TACTICS: When an officer is in or at the patrol vehicle and discovers felon/armed suspect, the officer should initiate "felony stop" from their vehicle. Consider that the suspect is the "felony stop driver" who has already exited his vehicle and continue those tactics from there. Maintain cover, wait for back-up, and stabilize the situation. DO NOT APPROACH ALONE. When an officer is on foot and inadvertently discovers a dangerous suspect, the officer should immediately start to move to cover. If this is a "face-to-face" encounter with a suspect who knows you are after him, your most immediate "cover," if you are not already in a position of cover, is your weapon. Take effective posture with your weapon and verbally command suspect to keep hands visible, turn away from you and prone out.

Once the suspect is no longer facing you change your position (if possible) after each verbal command. If the suspect should turn and fire a weapon, he will most likely direct that fire to the location he last identified the officer's voice. Your best defense to an immediate weapons assault is your own well-placed bullets. Now

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move to a position of cover while continuing to train your weapon on the suspect. Your verbal commands should be explicit, direct and forceful. Stabilize your position and wait for back-up. DO NOT APPROACH ALONE.

If the suspect does not know that you are after him, call for back-up and follow him to a more isolated "stop" location where civilians are less likely to be hit by gunfire, to interfere with your actions, or intervene on behalf of the suspect. Plan on verbally challenging the suspect from behind. Before your challenge, gain a position of cover and train your weapon on the suspect. Now challenge and prone out your suspect. Wait for back-up. DO NOT APPROACH ALONE. When back-up arrives, use your normal Contact and Cover techniques. Maintain your position of cover and direct your back-up to approach and cuff.

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Patrol SOP	Subject
A.13.02	Felony/High-Risk Traffic Stops

DISCUSSION: Felony car stops are high profile tactical vehicle "takedowns" where there is a pre-existing presumption of risk to the officers involved. These situations include such diverse cases as following an occupied stolen vehicle or where your driver or passenger is or fits the description of a suspect who is reported to have displayed weapons or committed a serious crime or where your experience and intuition indicate a heightened danger. In these situations it is appropriate to protect yourself with a practiced tactical response common to all officers of Kent PD.

The following illustrated High-Risk stop is generic in nature and will work in most situations. Understanding that different circumstances may dictate the use of different tactics, this illustrated stop should be practiced as "PLAN A". You must be flexible in your thinking and logical in your actions while under stress. Having a practiced plan will allow us to accomplish this task in a safe and professional manner.

RESPONSE: Upon initiation of the stop, if not sooner, dispatch should restrict the air to give priority to the officers directly involved and minimize unnecessary radio traffic until the scene is safe. Under optimal conditions a minimum of three (3) officers are necessary for a safe conclusion. The actual number of officers needed will depend upon the number of suspects, weapons involved, type of vehicle, and area where stop takes place. As this is a mobile situation, assisting units should make an expeditious response to the scene without undue danger to themselves or citizens.

As a general rule, the initial officer SHOULD NOT initiate this stop alone, a second officer should always be present when the stop is made. At no time during these stops should any officer approach an occupied suspect vehicle. If an officer is already stopping or has stopped a high-risk vehicle before he is aware of the danger, that officer, as soon as he is aware, should stabilize or "freeze" the situation with verbal commands and weapon presence until assisting officers arrive and a high-risk stop can be properly conducted.

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ARRIVAL: The initial officer following the suspect should begin to prepare himself and his vehicle prior to the stop while waiting for assisting officers to catch up. Officer 1 should roll down his windows, unlock his doors, function test the rifle lock and prepare the PA system.

Officer 1 is in command of this high-risk stop and their responsibility is the verbal command and control of the suspects by PA when the stop is made. Only Officer 1 should issue commands to the suspects. This will minimize confusion and contradiction. Officer 1 should be choosing a suitable location to conduct the stop. Officer 1 will assist Officer 3 in clearing the vehicle once it appears all the subjects inside have been removed.

Officer 2 will prepare their vehicle as Officer 1 did but will ignore the PA. Officer 2 will be the weapons officer and his responsibility will cover the suspects by the appropriate use of a patrol rifle. Officer 2 will provide ACCURATE defensive gunfire to eliminate any hostile attack by the suspects.

Officer 3 will also prepare their vehicle as did Officer 2. Officer 3 will be the arrest and search officer and has the responsibility of taking custody of all suspects. The use of handcuffs on the occupants will be determined by the threat they pose. Officer 3 will frisk each detained suspect for weapons and place them inside of a patrol vehicle. With the assistance of Officer 1 he will also eventually clear the vehicle when all suspects appear to be in custody. Officer 3 should be prepared to obtain extra handcuffs from Officer 1 and 2.

Additional officers may be necessary depending upon different factors. If the stop is made in the travel lanes, traffic control will be needed. Another officer for an arrest and search team or increased weapons support may be desirable. Try to anticipate potential problems and have the manpower available when you need it. Each officer at the scene should have an assigned responsibility. Too many officers may be as much a threat to your safety as too few, for one or more may try to force themselves into the action inappropriately.

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A.13.02	Felony/High-Risk Traffic Stops

The responsibilities of Officer 1, 2, and 3 should become automatic to arriving officers when no specific orders are given. These assignments maybe reassigned by Officer 1 due to officer experience, equipment problems, or special weapons capability. Try to make these assignments prior to the stop and insure that any changes are understood by all officers involved. If a K-9 team is available, it should always be utilized, but it should not be assigned to a specific integral position for this stop the handler knows their roll/assignment.

If it is apparent at the time of stop that there are sufficient officers on scene or nearby assisting officers should anticipate the suspect vehicle may flee and position themselves in manner that they could affect the fleeing suspect with forcible stopping techniques as appropriate.

TACTICS: When the stop is made, Officer 1 should be directly behind the suspect vehicle about two car lengths back. Officer 2 stops directly to the left of Officer 1, about 8 feet apart, angled slightly to the right to properly illuminate the suspect vehicle.

Officer 3 should take the same position as Officer 2 only to the right side of Officer 1, angled slightly to the left. All white light available (spotlights, high beams, and takedown lights) should be directed at the suspect vehicle, day or night.

If there is not enough room for Officer 3 on the right side then he should stop about 40 feet to the rear of Officer 1 and turn off all of his lights except for his parking lights at night. From either position Officer 3 now moves to the unlocked front passenger door of Officer 2, opens it wide and maintains that position as his cuffing position. With all the doors open, Officers 1, 2 and 3 are within reaching distance of each other and can easily communicate with and observe each other. Any other arriving officers should stop well to the rear with all lights out to avoid backlighting Officers 1, 2 and 3. If moving up to assist, stay low and advance on foot.

Officer 1 immediately takes verbal control of the suspects in the stopped vehicle by announcing his purpose and giving explicit commands. Example: "Occupants of the brown Ford, you are under arrest for assault with a deadly weapon. DO NOT MOVE!

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We believe you to be armed and dangerous. If you attempt to flee we will send the dog, if you attempt to fight we will shoot you. Do only what you are instructed to do, only when you are instructed to do it."

Suspects should be removed from the vehicle one at a time, from the driver's door. The driver comes out first, after you have insured that he has turned off the engine, bringing the keys with him in his open right hand. As he steps from the vehicle have him "turn away from the sound of my voice", step away from the vehicle. If large hats or bulky coats are being worn, they should be removed and left in a pile; this will assist your visual search and handcuffing. If a weapon is observed during the 360 degree visual search, the suspect should be directed to face away from the officers and to kneel down. The weapon should be removed with the suspect's left hand, placed on the ground, and pushed as far to the left as possible. The suspect is now directed to walk backwards, with open hands stretched above his head to the area between the front of Officer 1 and 2's vehicle.

Officer 3 now takes verbal control of this suspect as Officer 1 returns his attention to any other occupants of the suspect vehicle officer 3 directs the suspect to kneel and then sit on his crossed ankles when the suspect backs into position between the front tires of Unit 1 and 2.

Officer 3 moves forward between the patrol car doors, immediately handcuffs the suspect, and removes the suspect to the rear of Unit 1 where he is searched and questioned as to weapons and number of occupants. Officer 3 should secure that suspect in the caged backseat of a Unit and place any weapons or evidence taken from that suspect in the trunk of that unit on the same side as the suspect. Officer 3 returns to his cuffing position and passes on whatever intelligence that he has gained. All other occupants are removed from the suspect vehicle in the same manner. The last occupant should be directed to open all doors to include the rear doors of any van before he is brought back. This will greatly facilitate the clearing of the vehicle.

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Officer 3 should move forward to clear the vehicle only when the officers believe that all suspects are accounted for. If the officers believe that there is still a hostile occupant in the vehicle then Officer 3 should not advance. This High-Risk traffic stop has just changed to a barricaded subject situation and should be treated accordingly. Consideration should now be given to the use of chemical agents, less lethal projectiles, or a SWAT call-out. Officer 3 should only move forward to confirm that the vehicle is clear, not to confront a hidden hostile occupant.

After Officer 3 confirms that the interior of the vehicle is clear of occupants, the trunk must be cleared. This should be done with 2 officers, one holding the trunk lid down while the other officer opens it. The trunk should only be cleared of occupants and not searched for evidence. No vehicle should be cleared without having the trunk or any closed compartment cleared of occupants.

ADDITIONAL FACTORS:

Officers should realize the different types of vehicle can present problems. On a large bus the engine in the rear makes verbal communication almost impossible. When a bus is stopped, two officers should have the responsibility of the front door and removal of the driver while two officers have responsibility for the rear door. From there you must play it by ear. Be flexible, be careful.

Pistol bullets are poor vehicle penetrators so employ a rifle during high risk vehicle stops. At night, always have the suspect turn on any interior lights in his vehicle. Not only will you be able to see the suspect better, but the interior light will cause a one-way mirror effect inside the vehicle which will further isolate the suspect from his surroundings.

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Patrol SOP	Subject
A.14.01	Hazardous Sites/ Spills

DISCUSSION: As first responders to many types of incidents, the potential for a police officer to be the first on the scene of a hazardous chemical situation is very high. The goal of this procedure is to prevent injury/contamination to the officer and provide direction as to the precautions and methods to be used to safeguard the public.

RESPONSE: Initial precautions are those actions that are taken before response and upon arrival at the scene. These precautions are meant to make response to hazardous material incidents as safe as possible for first responders.

Initial precautions will include the following:

- * Gain information from police dispatch.
- * Note wind direction and speed.
- * Approach scene uphill/upwind.
- * Upon approaching the area vehicle windows should be tightly closed and heat/vent systems should be off.
- * Stop police vehicle a safe distance from the incident.

If, however, the officer as a first responder initially is unaware of the fact that a hazardous site or spill has occurred but the officer suspects that the potential is there, DO NOT take steps that include intervention, instead maintain a safe distance. The presence of hazardous materials can be determined by the following methods:

- * The type of containers.
- * Placards.
- * Labels.
- * What is happening at the scene.

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A.14.01	Hazardous Sites/ Spills

- * Type of occupancy.
- * Information from bystanders, employees, drivers.
- * Weigh bills and bills of lading (inside cab of truck)
- * It is recommended that the officer keep a safe distance and (attempt to identify the product through the use of binoculars). The officer can then check the United States Department of Transportation Emergency Response Guidebook (located in each patrol vehicle) . This will aid the officer in the assessment of the probable conditions they are approaching.

TACTICS: When hazardous materials are suspected, it is important to keep the public and emergency personnel a safe distance from the incident so they do not become contaminated or suffer injury. Do not allow anyone near hazardous material until it has been identified.

Use the following methods for isolation:

- * Road cones
- * Police barrier ribbon
- * Block entry by use of police vehicle
- * If fire assistance has not already been requested, then do so as soon as possible, remember deny entry to ALL persons on foot and in vehicles. If the primary officer at the scene requires more police assistance to block off the area, request additional units be placed at strategic locations to contain the area. Advise shift supervisor as soon as possible of the circumstances.

ENFORCEMENT: Persons contaminated by the hazardous situation should not be approached by officers. If individuals are on foot or in vehicles, attempt to tell them to stay where they are for purposes of providing medical attention. A rescue effort cannot be successful if it cannot be accomplished without creating more victims.

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A.14.01	Hazardous Sites/ Spills

IF YOU'RE PROTECTION IS NOT ADEQUATE, DON'T GO ANY CLOSER!!

Victims in this situation may include emergency personnel that have gotten into trouble prior to your arrival. Any victim that has been rescued should be considered contaminated unless determined otherwise. Victims should be not be handled except by personnel that are properly protected. Attempt rescue only if you have the proper level of protection.

EVACUATION: The migration of a hazardous material from the incident location may require evacuations of persons living and working in the area. Evacuation can be a very involved , and time consuming process. The need for evacuation and the size of evacuation zone can be determined by the Fire Department as they have a site specific information for large scale evacuations in their hazardous material plan. Some of the considerations of that plan include:

- * Type of hazardous and its characteristics
- * Container size
- * Quantity in container
- * Damage to container (is it leaking, at what rate?)
- * Weather
- * Time of day
- * Is there a fire involved
- * Area where the incident occurred and downwind
- * Hazardous material migrating by runoff, vapor cloud, plume?
- * Is there possibility of explosion?

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A.14.01	Hazardous Sites/ Spills

* Do not advise people being evacuated from a business that they can go home from work. This is their employer's responsibility

* Other factors

Due to the fact that evacuation takes time the police and fire department would gather their resources and power to evacuate the area.

REPORTING: In this type of incident if a police report would normally have been taken prior to knowledge of the hazardous site or spill, the case report will be completed by the primary officer.

ADDITIONAL FACTORS: The activities during responses to such incidents involving hazardous materials may contribute to the unwanted movement of contaminants from one site to another. To reduce the potential for such movement those who are first responders must not duly expose themselves or others to the potential for contamination. The Kent Fire Department has a hazardous materials response team which will be called out by the incident commander of the Kent Fire Department.

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Patrol SOP	Subject
A.14.02	Drug Labs

DISCUSSION: Drug labs can be found in a variety of locations; however most are generally in a residence or motel rooms. In some instances they can be found in motor homes or trailers. In all cases, they must have access to water to have an operational drug lab.

ARRIVAL: If upon arrival the officer detects any unusual odors (the smell is often associated with cat urine) , and officer observes chemical bottles, lab equipment (outside or inside) , or if officer observes individuals going outside to smoke, then the officer should back away from the location and immediately contact the fire department, and shift supervisor.

TACTICS: After the officer has fully evaluated the situation, they may want to evacuate neighbors that live nearby.

REPORTING: Every patrol sergeant should contact the narcotics supervisor to come to the location and an appropriate disposal company for narcotics waste should be contacted to handle the items for Evidence or destruction

Note: Clean-up of a lab requires special expertise and equipment, which the City of Kent does not have. NEVER PUT ANY ITEMS IN A DRUG LAB INTO EVIDENCE AT THE KENT POLICE DEPARTMENT.

Narcotics sergeant will determine whether items shall be retained for forfeiture proceedings or for destruction if contaminated.

ADDITIONAL FACTORS: A broken down lab that is no longer in use may be just as hazardous due to the use of chemicals. AVOID AT ALL COSTS.

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Patrol SOP	Subject
A.14.03	Fentanyl

DISCUSSION: In efforts to protect the health and safety of all Kent Police personnel, members will not conduct field tests of suspected Fentanyl or items that may have come into contact with suspected Fentanyl, i.e., money or drug paraphernalia. DO NOT field test suspected Fentanyl. Suspected Fentanyl will be sent to the Crime Lab for testing.

TACTICS: If you have reason to believe a substance has Fentanyl in it, i.e., suspect admission, witness statement, prior investigation, etc., follow the below procedures:

- In the field:
 - Notify your Sergeant.
 - Nitrile gloves, N95 breathing mask/eye protection will be worn.
 - Have a second Officer present with Narcan.
 - Place the item into a paper bag, seal it and transport to the station for evidence submission.
- Submitting into Evidence:
 - Only utilize the evidence room at the main station.
 - Have a second Officer present while packaging for submission and ensure there is Narcan available before processing.
 - Nitrile gloves, N95 protective breathing mask/eye protection will be worn.
 - Utilize the Air Science Ductless Fume Hood to package the item. The ductless fume hood is equipped with a powerful fan that pulls the air in through the hood's inlet and into the filtration system. This system is designed to keep harmful airborne contaminants away from the operator's respiratory zone while they work within the hood.
 - Do not remove the substance from whatever packaging it is in. Suspected fentanyl should be packaged in a paint can or other hard sided container to prevent exposure due to accidental breach of the packaging material.
 - Small metal tin containers, plastic jars, and paint cans are all available in the evidence processing room in different sizes.

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A.14.03	Fentanyl

- Affix the "Fentanyl" hazmat sticker to the exterior of the package and note the same on the Evidence Log in Tiburon. Initial the seals.
- The second Officer will then verify the packaging is correct and initial the seals as well.
- When all testing and evidence work is complete and while still wearing nitrile gloves, use disinfecting wipes to thoroughly clean all surfaces that came in contact with the suspected Fentanyl and then dry with paper towels. Dispose of any related trash into a Hazmat bag and then into the Hazmat container.
- Evidence confirmed to contain fentanyl will be returned to the submitting agency in paint cans or other hard sided containers clearly labeled as containing fentanyl.

ADDITIONAL FACTORS: A broken down lab that is no longer in use may be just as hazardous due to the use of chemicals. AVOID AT ALL COSTS.

Effective:	4/24/19
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Patrol SOP	Subject
A.15.01	Blood Run

DISCUSSION: The Police Department may be requested to assist medics in the transportation of blood during a medical emergency.

RESPONSE: The officer will get the vial of the patient's blood from medics and will transport it via code (lights and siren) to the blood bank indicated by medics for typing of the blood. The blood will then be transported, code, to the designated hospital for the patients eventual use.

* Officers who are unsure of the exact location/route may request through Valley Comm. - an escort by a patrol unit from the jurisdiction of the target location once the officer responding arrives in the general area.

ARRIVAL: The officer should take the blood to the emergency room, explain who the blood is for (if known) turn the blood over to appropriate hospital personnel.

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Patrol SOP	Subject
A.15.02	Industrial/Home/Accidents

DISCUSSION: In most instances only the Fire Department will be dispatched to the scene of an industrial/home accident. If the incident involves a life threatening injury/death, the Police Department may be called to investigate the nature of the accident.

ENFORCEMENT: In most situations a fire incident report will be initiated independently. If the officer determines that a possible crime has occurred, however, the shift supervisor shall be contacted. The shift supervisor will, if necessary, contact detective sergeant to ascertain if detective call out is warranted.

REPORTING: Most industrial accidents in which there are serious injuries will require a case report. The case report may refer to the fire incident report for some details when the incident is determined to be an accident. The shift supervisor may in some incidents need to assure that OSHA, WISHA, EPA or other affected agency has been notified, in this instance shift supervisor shall act as liaison, and notification of these agencies should be documented in a case report.

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Patrol SOP	Subject
A.15.03	Injured Officers

DISCUSSION: The varying types of injuries that an officer might sustain during the course of their duties dictates a general operating procedure. The goal is to assist the officer who is injured as rapidly as possible without endangering the safety of officers responding to the scene. A variety of situations may be the cause of the injury, i.e., auto accident, injury during a fall, assault, stabbing, shooting, etc. While each situation is perhaps critical, several basic steps should be followed by responding units.

RESPONSE: A code response is warranted if life or property can be protected by officers arriving sooner. An officer who is injured may or may not be able to advise as to their location or condition/injury. A citizen calling in to dispatch will be taken as credible information until proven otherwise. Dispatch will be instructed to attempt to contact the officer via radio, provide the responding units with the last known location of the officer. Depending on the nature of the injuries and the information available, an immediate response with lights and sirens may be warranted. A minimum two officer response may be necessary depending on the nature of the injury.

ARRIVAL: The initial officer who arrives on the scene should know prior whether or not this is a criminal or non-criminal incident. In the case of a criminal action the responding officer, whenever possible, should have as much information as possible available to them while responding, i.e., type of incident, type of weapon involved, the seriousness of the injuries, whether medic units have been dispatched, the description of the participants/suspects, vehicle description. If it is determined that the suspects are in the area, a perimeter should be set up by the shift supervisor to attempt to locate the suspects (a K-9 unit should be called if perimeter is set). If the injured officer indicates that the suspects are gone, then the first priority should be to ascertain the extent of the officer's injuries and provide medical attention as soon as possible.

TACTICS: Whenever a situation involving an injured officer is related to a criminal act, the responding officers should remember to approach in a safe and conciliatory manner in an attempt to protect themselves and to facilitate the initiation of

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Patrol SOP	Subject
A.15.03	Injured Officers

medical attention to the injured. The scene must be secured prior to aid being rendered.

REPORTING: In the event that the injury requires emergency room care, the Chief of Police will be immediately notified. Notification will also be made through the Chain of Command of the injuries to officer(s).

If the injuries are due to a criminal act, the district unit will complete a formal case report and all officers at the scene will complete a supplemental report as to their actions at the scene of the incident.

Additional Reporting: The blue form in the report writing room is for all incidents within the police department when we damage property. This form provides notification to the chain of command when damage has occurred and why. This form is in-house only and does not go to Human Resources (HR)/Risk Management.

All on duty injuries require an online version of the "blue" form to be completed. On the Cityspace page under Police Announcements, you will see "BLUE FORMS" in blue. Click this link to be taken to the "normal" blue form.

Instructions:

Type in all the requested information on the form.

Print a copy of the form.

After printing a copy, hit the "SUBMIT FORM" button in the upper right corner. Your online form will go to HR and you can route the printed copy through the chain of command. CC your supervisor.

If injured on-duty AND seek medical treatment officers have to fill out BOTH the online SIF-2 form AND the online BLUE FORM.

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Patrol SOP	Subject
A.15.03	Injured Officers

Instructions:

Go to CitySpace and click on Police.

Under "Police Announcements" you will see "SIF-2" form in blue.

Complete the form and fill in the claim number (see below) given to you by your supervisor.

Print out a copy of the form for your records and one for the administrative assistant for the division of assignment.

Hit "SUBMIT FORM" and the online form will go to HR.

Supervisors do not have to review this form.

Supervisors: Claim numbers are in the file on the outside of the blue filing cabinet, by the chief's assistant desk. Give the claim number to the officer. The officer will enter the claim number on the form. There are also business size cards that have all of Berkley's information on them with a space for the claim number to give to the hospital. These cards are also at the chief's assistant desk.

Risk Management will route the online blue form back to the supervisor to be completed

REFERENCES: The Kent Critical Incident Policy will depending on the nature of the injuries be activated by the shift supervisor in charge at the scene.

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Patrol SOP	Subject
A.15.04	Injured Suspects

DISCUSSION: When a detention and/or arrest occur, the officer will, depending on the nature of the injury and the request from the injured party, determine if medical aid is necessary.

RESPONSE: It shall be at the discretion of the arresting officer and/or shift supervisor as to whether medical attention will be administered to the injured subject at the scene or at the Kent Corrections Facility. In either instance an officer shall monitor the medical condition of the suspect. Regardless of the nature of the crime if the injured suspect is seriously incapacitated, the officer will administer appropriate first aid to the suspect. When the suspect is being transported to the Kent Corrections Facility, the officer should monitor the injured party and any changes in their medical condition.

ARRIVAL: Upon arriving at the Kent Corrections Facility a Kent Aid Unit should at minimum be called to ascertain the extent of the suspect's injuries.

TACTICS: If at the scene of the crime, the injuries are serious, a Kent Fire Aid Unit and medics should be called. The primary officer at the scene should advise the shift supervisor of the situation as soon as safely possible. If the injured suspect is verbally or physically assaultive to persons at the scene, then the person, if under arrest, should be secured with handcuffs in the appropriate manner. Flex cuffs may be best in some cases to prevent further injury. Under policy the officers will document in their reports whether or not they administered the injuries to the suspect to include the use of any department issued equipment, i.e., night stick, baton or other device. Officers will refer to policy when determining what level of medical treatment is required for subjects following a particular use of force.

ENFORCEMENT:

If the injury is unrelated to police action, then the appropriate individuals should be arrested for the criminal act or violation.

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Patrol SOP	Subject
A.15.04	Injured Suspects

REPORTING: In all instances where injuries are sustained by the suspect as a result of police action a case report will be completed by the primary officer and supplemental reports completed by the officers who assisted.

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Patrol SOP	Subject
A.15.05	CPR and Automated External Defibrillators (AED)

DISCUSSION: Officers regularly respond to medical emergencies in the city. Many of these calls are broadcast as "CPR in progress". Each patrol vehicle in the department is equipped with an AED for use by patrol officers. Officers are trained in their use and they are a valuable tool that, at times, enables officers to save lives in the event of cardiac arrest. They are not a substitute for CPR but are used in addition to other first aid techniques that officers have.

RESPONSE: In most "CPR in progress" calls a two officer code response is warranted. The officer should respond within policy and the law.

ARRIVAL: In the event of a dispatch to a "CPR in progress" call the first officer on scene should secure the AED from the patrol car and proceed to the subject. If for some reason they do not have their assigned AED upon realizing they could use it they should request the subsequent unit responding to secure an AED.

TACTICS: The AED should be employed in accordance with training prescribed by Kent Fire.

REPORTING: If an officer employs the AED to the point where the pads are placed on a patient there is a procedure that must be followed after the incident regardless if a shock is applied by the device or not. If the device is applied the AED needs to be turned in to the Admin Sergeant with a copy of the incident attached. Regardless of a shock being applied or not the device will be downloaded.

ADDITIONAL FACTORS: Patrol supervisors can provide officers with a replacement AED in the event an officer turns theirs in for download or malfunction. They are kept in the patrol supply closet.

If an officer uses their AED and has a portion of their shift remaining they can use the replacement pads that are kept in the compartment opposite the device itself to ensure they have a functional device. There is also a spare battery kept in this compartment but officers should not remove the battery from the device as this erases any saved data.

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Patrol SOP	Subject
A.15.05	CPR and Automated External Defibrillators (AED)

If the device beeps periodically there is some sort of malfunction present with the device. By opening the case and pressing the blue "i" button the device will provide the status verbally. Often times if the battery is low the beeping can be remedied by placing the device on the front floorboard of the patrol car as low temperature effects battery performance.

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Patrol SOP	Subject
A.16.01	Involuntary Commitment/Voluntary Commitment

DISCUSSION: When contacting emotionally disturbed persons, officers should be aware that these individuals may be taken into custody when their behavior/ actions presents a likelihood of serious harm to themselves or others or the person is gravely disabled. When a person meets this criteria, the officer can take them into custody for evaluation. However, the mental health professional will evaluate and determine whether the person is sufficiently incapacitated to require that they be kept in custody for up to 72 hours.

RESPONSE: This type of incident requires a two-officer routine response.

ARRIVAL: It is suggested that patrol units be parked in a manner as to conceal from the view of the business or residence where the individual is alleged to be located.

TACTICS: It is suggested when approaching the emotionally disturbed person that the officer.

- Speak softly and slowly
- Attempt to calm the subject
- Use simple commands
- Take your time
- Control the situation by having some distance between you and the person
- Maintain escape routes
- Never deal with an emotionally disturbed person alone

ENFORCEMENT: When an officer determines a person needs medical attention as a result of meeting the criteria in the ITA the subject should be involuntarily committed. Regardless of the subject's willingness to voluntarily seek treatment the involuntary commitment form will be completed. This is necessary in the event the subject changes their mind enroute to the hospital or on arrival. If the actions of the emotionally disturbed person constitute a criminal act, the following actions can be selected:

Effective:	09/01/16
Revised:	1/16/19

Patrol SOP	Subject
A.16.01	Involuntary Commitment/Voluntary Commitment

1. The officer can transport the emotionally disturbed person to the Kent Corrections Facility for booking. The officer should contact mental health professional to evaluate the emotionally disturbed person at the Kent Corrections Facility. The correction staff should be informed of the subject's mental state, specifically any suicidal ideations.
2. On an involuntary commitment where the crime committed is minor or does not require booking the subject will be transported, after clearance by fire, via ambulance to Valley Medical Center or Harborview for evaluation by the mental health professionals. The filing of criminal charges if applicable can be completed at a later time.
3. When the person has been arrested for a felony, at the initial stage of the investigation the mental health professionals will not respond. However, the officers should articulate in their report the need for Mental Health evaluation at a later date. Also, on the SIR form under "Objection to Release" officer needs to state that examination by Mental Health Professionals is required prior to consideration for release.

REPORTING: If a subject is not suicidal and does not meet the ITA requirements but voluntarily wants to go to the hospital, document that contact in CAD. If the subject is suicidal or the ITA requirements are met, the officer shall complete a case report and shall, under RCW 71.05.16, complete a petition (involuntary commitment form) for initial detention. The narrative of the form should include observations of the officer, statements by witnesses or the subject that demonstrate the need for the commitment. Any damage to property, threats or steps the subject took to carry out either should also be detailed.

The Tiburon entry, at a minimum, should include incident tab, person tab and narrative which can simply refer to the involuntary commitment form narrative

Effective:	09/01/16
Revised:	1/16/19

Patrol SOP	Subject
A.16.02	Suicide Attempt/Threat

RESPONSE: This type of incident is a minimum two officer routine response. If the subject has injuries, the Fire Department will also be dispatched to provide medical attention to the injured subject.

TACTICS: The dispatch shall ascertain the location, method of suicide attempt or whether it is threats only. In the event the incident involves threats of suicide officers shall attempt to dissuade the subject at a safe distance. If the subject's actions or words would indicate they are attempting to use the officer as a mechanism for ending their life or in a state of, mind to inflict serious/or life threatening injuries on the officers at the scene or others in the area, recommend that the officers back off and continue verbal communications, if possible.

If the individual has attempted suicide and has been contacted by officers, the weapon used shall be searched for, removed and placed into evidence. Generally, the medical support staff shall determine the seriousness of the self-inflicted injuries and appropriate action taken to remove the subject to a medical facility via ambulance or medic unit. If medication was the instrument used, it shall be sent with the ambulance, medic unit etc. for determination by medical staff as to amount ingested etc. If there is a significant amount of medication in the residence officers should remind any remaining family members of the prescription drug take back program or offer to take the narcotics for destruction if they are no longer needed. Any prescription drugs taken by officers will be placed into evidence for destruction or safekeeping.

ENFORCEMENT: While attempted suicide is not a criminal offense persons who promote a suicide can be prosecuted, (Class C felony). A person is guilty of promoting a suicide when he knowingly causes or aids another person to attempt suicide.

REPORTING: The officer will document the incident in a case report and involuntary commitment form narrative as listed in A.16.01. A report may assist officers when making future contacts the subject.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.17.01	Attempt to Locate (ATL) - Family Emergency/Welfare Check

DISCUSSION: It will be the responsibility of dispatch to determine the nature of the call and provide adequate information to the officer as to the type of family emergency or welfare check.

RESPONSE: Unless details known at the time of dispatch warrant otherwise the response should be routine. Upon arrival the officer should know the circumstances surrounding the situation and who to contact. In a case of a welfare check it is useful to know the age of the subject involved and is there any historical medical problems.

TACTICS: If there is no response from the person being checked, then the officer may request whether or not the RP has a key or knows someone who has access to the residence/business. If a message is to be delivered to the persons at the residence due to an emergency, the officer shall relay the message then clear the scene. However, if the person to be contacted is not at home then it shall be at the discretion of the officer to determine if anyone else at the residence should be advised of the message. In an instance when no one is at home the officer should leave their card and advise the individuals to call them as soon as possible. It is recommended that the officer pass this information on to the next shift district car if they are unable to contact the persons involved.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.17.02	Found Child

DISCUSSION: When a report of a found child is dispatched, the officer will respond to determine if the child is injured and to facilitate the reunion of the family.

ARRIVAL: When the officer contacts the RP and/or found child, the RP/Witnesses should be interviewed as to the circumstances and an attempt will be made to find out if the child knows where they live and their phone number.

TACTICS: If the officer is unable to determine the address and phone number of the child, the child should be taken into protective custody. Depending on the age of the child the officer may want to consider driving around the area to ascertain if the child can recognize their home or vehicle. Officers should also check in house databases for possible records of subjects who known to be walk-a-ways. If contact with RP/Witnesses and child do not result in resolution of the situation, then the officer shall transport the child to the nearest CPS Office for placement.

ENFORCEMENT: If the officer believes that a criminal act has been perpetrated, then the officer may arrest upon probable cause any persons who has knowingly endangered or neglected the child. If there is any question about the child's history in house records and CPS records should be consulted to see if there is any pattern of neglect of the child being found unattended.

REPORTING: In the instance where the child was found and reunited with the family, it is recommended that a case be completed as to the parties involved and the circumstances surrounding the child's recovery. If the child is handed off to CPS because the parent/guardian is not located a case report will be completed and the following shift notified in the event they call. If an arrest is made due to endangerment or neglect, then the officer shall fill out the appropriate citation or detective referral and complete the case report.

Effective:	09/01/16
Revised:	08/16/23

Patrol SOP	Subject
A.17.03	Institutional Walk-A-Ways

DISCUSSION: Institutional walk-a-ways can include physical or mentally handicapped individuals and may also include senior citizens. These subjects are also referred to as "vulnerable adults". The patrol officer shall use their best judgment as to the immediate actions to take in locating the individual based on the facts of the case.

RESPONSE: An in person, single officer would be routine.

TACTICS: The responding officer should obtain a description of the subject. The description should be broadcast or relayed to area cars and, if near the city border, to surrounding agencies as appropriate. Officers should also check in house databases for possible records of subjects who known to be walk-a-ways. Incoming shifts should be briefed as well through use of the pass on log or email.

REPORTING: The patrol officer will complete a master case report and include all pertinent information. In addition:

Clear and accurate physical description (include scars, marks and tattoos)

Does the individual have a history of walking away from home/institution?

Institutionalized for what condition?

R/P's estimation where the individual might be i.e., relatives, friends, or other location

Medical information and/or mental history

Vulnerable adults should be entered into WACIC as soon as possible, but in no more than 2 hours from the time of the incident.

Send out ATL immediately via teletype and MDC to all surrounding agencies

Patrol officers who take missing persons reports shall ask the R/P at the time of the initial report who the victim's regular dentist is or where they have been treated in the past. This should be included in the narrative of the master case report. The

Effective:	09/01/16
Revised:	05/31/23

Patrol SOP	Subject
A.17.03	Institutional Walk-A-Ways

R/P should also be asked if there is a photo available that accurately portrays the subject's current appearance.

Washington State Police agencies are to provide this information within 30 days to the Washington State Patrol, who maintains a central statewide file on missing persons for the purposes of locating missing individuals and identifying unknown deceased subjects and amnesia victims. This information is forwarded to the state patrol by the detectives unit. After 30 days it is difficult to locate persons and it makes it much easier if the patrol officer records this information in their master case during the initial contact. This will assist the detective in tracking the needed dental records.

The RP should be reminded to call police once the subject is located. Officer's responding to a previously missing subject who has been located will supplement the original case report if it is a Kent case and have the WACIC entry removed by records. If the subject is from an OSA a master case report will have to be completed and a locate sent to the originating agency to have the WACIC entry made.

ADDITIONAL FACTORS: The case report should be marked "INV" and referred to detectives.

Effective:	09/01/16
Revised:	05/31/23

Patrol SOP	Subject
A.17.04	Missing Adult

DISCUSSION: A missing adult includes anyone age 18 or older who has disappeared and is reported to the police agency as having been gone for more than 24 hours or under suspicious circumstances or is an adult but is otherwise vulnerable due to medical needs or diminished mental capacity. It is not a crime to disappear, however, police reports can be made based on the facts of the incident.

RESPONSE: An in person, single officer would be routine. This type of call can also be handled by phone.

REPORTING: The patrol officer will complete a master case report and include all pertinent information as well as the following:

Areas or locations the person the frequents.

Prior history of disappearance and outcome.

Where the missing person may be heading and to whom.

Any vehicles, to include license plate, associated to the missing person.

Reason R/P believes the person left or feels it is a suspicious circumstance.

Access to public transportation (ORCA card, money for bus or other transit, access to vehicles or other transportation)

Access to money for subsistence (credit card, debit card, EBT card) as well as medications they need to survive

Recent picture

Social media accounts (platform and usernames, close friends on social media)

Do they have a cell phone or other device that can be tracked (Airpods, Apple or other smart watch) to include the cell phone carrier.

For vulnerable adults assume a press release/social media post will be made and gather information that would assist in that process.

Effective:	09/01/16
Revised:	08/09/22

Patrol SOP	Subject
A.17.04	Missing Adult

If, in the officer's judgment, it would be beneficial or if the subject is a vulnerable adult, surrounding agencies should be notified either by teletype or MDC. OSA notification should include Valley agencies but also KCSO and KC Metro in instances where public transit may have been utilized by the missing subject. WACIC entry will be at the officer's discretion prior to 24 hours based on the facts and circumstances of the disappearance or if the person is a vulnerable adult.

In the event the subject is considered a vulnerable adult, officers should notify the on-duty shift supervisor and provide the details of the incident. The on-duty supervisor should evaluate the circumstance to determine if command notification could aid in locating the subject. Assistance from non-LE OSAs should also be considered such as search and rescue.

Patrol officers who take missing persons reports shall ask the R/P at the time of the initial report who the victim's regular dentist is or where they have been treated in the past. This should be included in the narrative of the master case report. The R/P should also be asked if there is a photo available that accurately portrays the subject's current appearance.

Washington State Police agencies are to provide this information within 30 days to the Washington State Patrol who maintains a central state-wide file on missing persons for the purposes of locating missing individuals and identifying unknown deceased subjects and amnesia victims. This information is forwarded to the state patrol by the detective unit. After 30 days it is difficult to locate persons and it makes it much easier if the patrol records this information in their master case during the initial contact.

The RP should be reminded to call police once the subject is located. Officer's responding to a previously missing subject who has been located will supplement the original case report if it is a Kent case and have the WACIC entry removed by records. If the subject is from an OSA, a master case report will have to be completed and a locate sent to the originating agency to have the WACIC entry made.

Effective:	09/01/16
Revised:	08/09/22

Patrol SOP	Subject
A.17.04	Missing Adult

ADDITIONAL FACTORS: The case report should be marked “INV” and referred to detectives.

Effective:	09/01/16
Revised:	08/09/22

Patrol SOP	Subject
A.17.05	Missing Juvenile/Suspicious Circumstances

DISCUSSION: When children are involved in a missing persons report, the initial responding officer should be thorough and cognizant of the fact that a full police response may be necessary to include up to a request for assistance from the Kent Police Detectives Unit. This is particularly true when the individual child has no previous history of disappearance or history of being a run away. If the initial information is that the child has disappeared in a suspicious manner, an immediate search of the area should be done. The officer may request that additional assistance be provided from the patrol division. The age of the child should be taken into consideration as well as the weather conditions and other potential factors brought to the officer's attention. Social media accounts and activity should also be identified at this time. If the juvenile has a cell phone the carrier and number should be obtained.

RESPONSE: An in person response would be routine.

REPORTING: A master case report will be completed by the initial officer outlining the facts of the situation. It is mandated by law (RCW 13.60.020) that within 6 hours the officer has the missing child's information recorded into WACIC and a missing person's report filed. Kent patrol officers will ensure missing juveniles are entered into WACIC within 2 hours of the incident being reported.

Patrol officers who take missing persons reports shall ask the R/P at the time of the initial report who the victim's regular dentist is or where they have been treated in the past. This should be included in the narrative of the master case report. The R/P should also be asked if there is a photo available that accurately portrays the subject's current appearance.

By RCW 68.50.320 Washington State Police agencies are to provide this information within 30 days to the Washington State Patrol who maintains a central state-wide file on missing persons for the purposes of locating missing individuals and identifying unknown deceased subjects and amnesia victims.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.17.05	Missing Juvenile/Suspicious Circumstances

This information is forwarded to the state patrol by the detectives unit. After 30 days it is difficult to locate persons and makes it much easier if the patrol officer would record this information in their master case during the initial contact.

The RP should be reminded to call police once the juvenile is located unbeknownst to police. Officer's responding to a located juvenile will supplement the original case report if it is a Kent case and have the WACIC entry removed by records. If the juvenile is from an OSA a master case report will have to be completed and a locate sent to the originating agency to have the WACIC entry made.

ADDITIONAL FACTORS: The case report should be marked "INV" and referred to detectives. In the event an "Amber Alert" needs to be initiated refer to KPD policy. The P: drive also contains the FBI first responders checklist for abducted children for reference.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.17.06	Juvenile/Suspected Runaway

DISCUSSION: Many missing juveniles are runaways from their current family environment, in many instances the patrol officer may be requested to respond to the last known address of the child to take a case report.

RESPONSE: An in person response would be routine. This type of call can also be handled by phone.

REPORTING: The responding officer shall take a master case report and include all pertinent information as to the juvenile's description. The description should include the following: age, height, weight, eye color, hair color, hair length, orthodontics, scars, marks, tattoos, clothing description.

Also include the reason that the juvenile ran away, prior history of running away, and contact information for anyone that the individual may be with to include likely destination. Social media accounts and activity should also be identified at this time. If the juvenile has a cell phone the carrier and number should be obtained.

It is mandated by law that within 6 hours the officer has the missing child's information recorded into WACIC and a missing persons report filed. Kent police officers will request a WACIC entry be made within 2 hours of the incident being reported.

Put out teletype/ATL if in the officer's judgment it would be beneficial. Patrol officers who take missing persons reports shall ask the R/P at the time of the initial report who the victim's regular dentist is or where they have been treated in the past. This should be included in the narrative of the master case report. A photo of the missing juvenile should also be made available by the RP.

By RCW 68.50.320 Washington State Police agencies are to provide this information within 30 days to the Washington State Patrol who maintains a central state-wide file on missing persons for the purposes of locating missing individuals and identifying unknown deceased subjects and amnesia victims. This information is forwarded to the state patrol by the detectives unit. After 30 days it is difficult to locate persons and it makes it much easier if the patrol officer records this information in their master case during the initial contact.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.17.06	Juvenile/Suspected Runaway

The RP should be reminded to call police once the juvenile is located. Officer's responding to a runaway who has been located will supplement the original case report if it is a Kent case and have the WACIC entry removed by records. If the juvenile is from an OSA a master case report will have to be completed and a locate sent to the originating agency to have the WACIC entry made.

ADDITIONAL FACTORS: Some juveniles are emancipated and cannot be taken into custody by the officer. The officer may be able to verify this information with King County Juvenile, parents, and/or records/computer verification. Parents of chronic runaway juveniles should be provided information for the King County At Risk Youth Program.

The case status can be listed as closed if there is not an articulable reason to fear the juvenile is in danger.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.01	Animal Control

DISCUSSION: The first concern shall be the safety of persons and property and in cases where animal control is unavailable taking appropriate measures to control the animal or alleviate its suffering.

RESPONSE: In the case of a vicious animal detail, whenever possible two officers shall respond in a routine fashion.

TACTICS: If the animal is menacing or behaving in a vicious manner, the officers if possible should determine ownership to allow owner to control the animal. If officers feel threatened by the animal, they may have to decide to use what force is necessary up to including deadly force to remove the threat caused by the animal. In the instance where the officer is dealing with large farm animals in roadways for the safety of the public an attempt should be made to re-pen or control the animal until the owner can be found or animal control can take custody. In response to an animal who is suffering from injuries it may be optional for the officer to use euthanasia to end the animals suffering. In such a case, the officer will notify the patrol supervisor as to ending the animals suffering via the use of department approved firearm. In the instance where an animal is destroyed, via department approved firearm notification shall be made via chain of command.

In situations where the animal is a noise nuisance attempts should be made to identify the owner and take enforcement action as necessary.

ENFORCEMENT: In most cases animal control should be the enforcement agent as they can take custody, complete case reports and cite violators. However, on occasion, officers in the interest of bringing the situation to a conclusion when animal control is unavailable may take over primary enforcement action.

REPORTING: At minimum MDC notes or a FIR will be completed to document a problem animal and will include up to a case report if the animal is destroyed or the owner cited.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.02	CPS/Child Welfare/Removal of Child

DISCUSSION: There are instances when CPS requests patrol officers in the removal of a child/children from a residence. If the CPS case worker is on scene or the officer is requested to check the child's welfare the officer will take reasonable measures to determine if the child has suffered any physical or sexual abuse or neglect. If the officer has probable cause to believe that the child is in eminent danger under RCW 26.44.050 law enforcement officers have the authority to take the child into protective custody.

RESPONSE: Due to the unknown nature of the parental reaction/ it is recommended that a minimum two officers respond to this type of incident in a routine fashion. The on duty supervisor should be notified of the call.

TACTICS: Immediate, direct contact in most instances would be the best approach. The officers should contact the alleged violator/s (if on the scene) and ascertain visually the:

- * Validity of allegations
- * Conditions of home/apartment (evaluate amount and type of food present, cleanliness, apparent dangers, narcotics use of residents)
- * Condition of children (visible injuries, need for medical aid and statements of children)

Law provides the authority of the responding officer to take photographs of the child's condition and this should be completed by the responding officer.

ENFORCEMENT: If the officer determines to remove the child/children under RCW 26.44.050 the CPS caseworker at the scene should take custody of the child/children. If, however, the CPS worker is not available at the time then transportation to the station will be required. The afterhours CPS personnel should be contacted so protective custody can be transferred to them.

The "Notification of Removal of Children" notice will be left with the parent or in the residence by the officer if no parent is present. This is mandated whenever the

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.02	CPS/Child Welfare/Removal of Child

child/children are taken into protective custody. If the officer's ability to gain entry into the home is blocked by the parent or guardian, or hostility is exhibited, the officer/s has the right to forcibly enter if they believe the child at home is in imminent danger.

REPORTING: The officer at the scene will fill out a case report as to the details of the incident, articulating in detail what they saw at the scene, and have a copy of the report forwarded to the local CPS office within 24 hours.

In abuse cases the officer must forward a copy of the report to the appropriate prosecutor for review.

ADDITIONAL FACTORS: For more detailed information on how to handle a child abuse, neglect, or sexual abuse, review A.24.01. If questions arise during the investigation about the history of the neglect or abuse CPS can be contacted to provide any history of the adults and children involved.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.03	DSHS/Gambling/Liquor Enforcement/MHP

DISCUSSION: If other law enforcement agencies or social service agencies request additional assistance from the Kent Police Department Patrol it is the Kent Police Department's position that such assistance will be provided as staffing allows and the request is reasonable.

RESPONSE: If possible determine from dispatch or requesting source of the number of officers needed. It is suggested that the shift supervisor be advised of request from other agencies.

TACTICS: The officer should determine as much information as possible about the request for assistance from:

- * Dispatch
- * Agency requesting assistance
- * Other

If the request involves enforcement action/arrest ascertain person in charge and the role they are requesting Kent officers to perform. (If officer at the scene has concern/questions about the Kent Police Department's involvement contact own supervisor for direction.)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.04	Vehicle in River/KFD/Divers

RESPONSE: The police department will be dispatched to all "vehicle in the river" details. The responding officer will request fire department's assistance at the scene if their presence is required.

ARRIVAL: If divers are needed, the fire department will make the request for mutual aid to the appropriate fire department.

REPORTING: In most instances, a case report will be completed by the responding patrol officer.

ADDITIONAL FACTORS: If the reporting party calling Valley Communications Center states they saw the vehicle go into the river, both police and fire will be dispatched at the same time.

Divers may be requested by dispatch in this situation depending on the information provided. If the responding officer feels divers are warranted, requests through Valley Communications notification of the Kent Fire Department that divers are needed at the scene. The officer does not have to wait for fire to arrive to make the request. Try to determine if the vehicle is resting on a sewer, gas, water, or other pipeline. If it is, the utility company shall be notified and coordinate recovery efforts with them. Improper removal of such vehicles could result in severe damage to the pipeline and danger to the community. In the event that fuel, oil, or other contaminants are observed in the river as a result of the incident, the officer will advise shift supervisor. It will be the supervisor responsibility to notify Battalion Chief of the Fire Department who will evaluate the extent of contamination and make further notification to appropriate agencies.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.05	School Security/Assist

DISCUSSION: The Kent Police Department has entrusted limited public safety responsibilities to Kent School Security.

These contacts include:

Alarms on school facilities

Trespass subjects

Assaults with minor injury, specifically between students

ADDITIONAL FACTORS: The decision to make an arrest is decided by the investigating officer. Take written statements, particularly involving juvenile assaults from the security guard, witnesses, etc. School District Security Officers monitor Kent Police radio frequencies. They are often aware of in-progress calls the officers are responding to. If a search for a suspect is in-progress, the security officer can be another good set of eyes and can communicate what they see to dispatch.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.18.06	Assistance to Outside Agency (Law Enforcement)

DISCUSSION: Kent police will assist local, county, state and federal law enforcement agencies both inside and outside of Kent city limits. These requests are subject to mutual aid agreements between agencies and a supervisor should be notified of these occurrences.

TACTICS: When responding to an OSA incident outside the city it is recommended that patrol units set a link up point near the incident to location to consolidate Kent units. A supervisor can then make contact with the OSA and direct Kent units appropriately. This is subject to the circumstances of the call and officers may forego consolidating if there is a life safety concern.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.19.01	Foot Pursuit

DISCUSSION: When an officer decides to pursue suspects on foot, take the following into consideration:

Establish that a crime has been committed

Be aware of your own physical abilities and those of the suspect

Only pursue as long as physically viable or as long as officer can visually see suspect

RESPONSE: Available area units should respond using emergency equipment.

TACTICS: Identify yourself as police officer and tell them to stop. Move after suspect with CAUTION, be aware of subdued lighting, confined areas and blind corners. If visual contact is broken, stop and listen carefully for several minutes, often times the suspect's movement or breathing will give away their position.

Communicate your actions to dispatch and continue to update.

Keep in mind that the suspect may be armed.

Consider requesting K9

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.19.02	Officer Down

DISCUSSION: Calls of this nature are some of the most stressful an officer will respond to. Officers need to be aware of their own emotions as well as the environment they will encounter on arrival. The most important thing to remember is not to become an additional casualty in your response.

RESPONSE: Emergency Response of all available patrol units is warranted in most of incidents of this nature. A supervisor should respond to incidents of this nature in the city. If responding outside of the city the supervisor should monitor and control the number of responding units. In responses outside the city and when practical a rally point short of the scene should be identified by the first responding officer or the supervisor. Kent officers will link up at this rally point and converge on the scene together.

TACTICS:

Remain calm - take several long deep breaths during your approach to the scene

Restrict your air traffic

Allow dispatcher to give out last known location of the officer unless more pertinent information is available from someone on scene

Secure the scene then render aid

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.20.01	Failure to Return Rental Property

DISCUSSION: Persons who willfully and without reasonable cause fail to return leased property to the lessor within 72 hours after the written notice of the expiration of the lease has been mailed, may be prosecuted.

ENFORCEMENT:

Enforcement can occur only if:

- * Owner of property sends written notice of the expiration of the lease to the lessee by registered or certified mail and owner has letter sent to last known address, if received a return receipt provided to the owner.
- * The lease agreement MUST be in writing.
- * The lease must contain a warning that failure to return leased property may result in criminal prosecution.
- * The notice mailed shall clearly state that the lessee may be guilty of a crime upon his failure to return the property to the lessor within three days.

REPORTING: If the business owner does meet the requirements/criteria, a case report will be completed and follow up will be the responsibility of the investigating officer. The officer should complete an F.I.R. or MDC notes input if the business owner does not meet the above enforcement criteria. Provide the incident number for owner's records -- explain that no prosecution will occur as statute requirements have not been met by the owner. The original lease agreement containing the warning about possible arrest and registered or certified receipt or notice should be placed into the case file by the investigating officer.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.21.01	Robbery Business/Person/Residence

DISCUSSION: In many instances, a robbery is received by responding units as an alarm (A.01.04). When in this instance, the officer is informed that a robbery has in fact occurred at a business, residence or to a person, the officer shall respond in the same manner.

RESPONSE: Based on the information received from dispatch the officer should know the location, whether the victim is a business, residence or a citizen on the street. The dispatcher should also ascertain the time delay, specifically how long ago did the robbery occur, whether the robbery is in progress, and whether or not the subject is still on location. Using this information the response will be decided by the responding officer, with in policy and the law.

ARRIVAL: Units arriving at an in progress robbery should set up an immediate perimeter and attempt to conceal themselves from the view of the business, residence or location of incident. (K-9 units should be requested as soon as possible.) If the robbery has occurred prior and the suspect has left the scene, a much larger perimeter may be warranted in an attempt to capture the suspect with the aid of the requested canine unit.

TACTICS: In the event of a recent robbery of a business or residence, the victim should be advised by dispatch to exit the building to meet with the officers. If the victim is unable to do this due to their condition or other possible reasons, the officer shall determine whether or not others might be inside and might be able to contact them outside. If not, the officer should enter the building and proceed in a safe manner to determine the conditions of victims, etc.

ENFORCEMENT: A primary responding officer at the scene will ascertain whether there are any injuries and request medical aid if necessary. The officer should immediately contact the witnesses that are available to provide suspect/vehicle descriptions for relay over the radio to patrol units in the area.

REPORTING: If the primary officer needs additional assistance, they should request an officer to the scene. Update other patrol units as to current and available information about the suspect/vehicle. It will be the primary officer's duty

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.21.01	Robbery Business/Person/Residence

to complete a case report and take statements from the victim and witnesses. Photographs should be taken and fingerprints sought out. ALL robbery cases should be referred to detectives as "INV" in the case status field. A detective referral should be completed as well.

The shift supervisor can request assistance through the detective sergeant for a detective/s to respond to the crime scene to assist and/or take over the investigation.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.22.01	Residential Lockout

DISCUSSION: If an individual is locked out of their residence in the night and unable to enter, the police department generally will not be involved in the entry to the residence unless the situation is an emergency, i.e. children left unattended inside or when an incapacitated individual needs assistance. Officers may use discretion in contacting after hours key holders of multi-family housing to assist linking residents up with those who may be able to provide them with keys.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.22.02	Transportation

DISCUSSION: When a citizen needs the police department to transport them, it shall be the procedure that the individual shall only be transported to areas in the city limits or close proximity.

TACTICS: It is recommended that the officer do a pat down of the individual prior to allowing them inside their patrol vehicle. It is also suggested that the officers place any bags, purses or luggage in the cargo area of the vehicle out of reach of the passenger. If the subject objects to being separated from the items it should be searched to ensure there are not any weapons present. If they continue to object the transport should not be completed.

ADDITIONAL FACTORS: It will be at the discretion of the officer whether to transport individuals. If the subject needs a ride at a destination some distance from the city, it shall be the shift supervisor's decision as to whether a transport will occur.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.22.03	Vehicle Assistance

DISCUSSION: Officers will respond to various types of vehicle assistance calls such as lock outs, jump starts and otherwise disabled vehicles.

TACTICS: This call would usually dictate a single officer routine response. Upon arrival the officer should attempt to remedy the situation within their skill level. Prior to rendering assistance officers should complete and have the citizen sign the assistance form. This will limit liability in the event the officer inadvertently causes more damage in trying to render assistance. In the event the officer feels they cannot render effective assistance without causing further damage they should cease their effort to assist. They can then either call for another officer that may have additional skill or determine if the citizen would like assistance from someone in the private sector.

REPORTING: The assistance form should be turned in to the supervisor review tray in the report writing room.

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Revised:	

Patrol SOP	Subject
A.23.01	Child Abuse/Neglect/Sexual Abuse

DISCUSSION: This procedure is intended to assist patrol officers with investigation and reporting of child abuse/neglect and sexual abuse cases. Patrol officers are expected to investigate these cases thoroughly. At some point, a detective may be assigned to proceed with the follow-up investigation but this investigation will be most effective following a thorough patrol response.

Duty of Law Enforcement Officers (RCW 26.44.050):

- * Law enforcement officers shall investigate all reports of abuse, neglect or sexual assault.
- * Authority is provided to photograph any child/juvenile for the purpose of providing evidence of the injuries or condition of the child/juvenile. Photograph all injuries regardless of how minor they appear.
- * Provides authority for a law enforcement officer to take a child into protective custody without a court order when the officer has probable cause to believe that there is abuse or neglect (or could not be taken into custody if it were - necessary to first obtain a court order) and the child is in imminent danger of further injury.
- * RCW 26.44.080 makes it a violation of the law (gross misdemeanor) for any person required by this law to not report suspected child abuse.

Whenever a child is taken into protective custody pursuant to RCW 26.44.050, RCW 26.44.110 requires that law enforcement officers "shall leave a written notice with a parent or in the residence of the parent if no parent is present". The notice shall give the reasons for the removal of the child from the home and the telephone number of the CPS office in that jurisdiction. Officers must utilize Kent P.D. form for notification of removal of children whenever a child or children are taken into protective custody.

Absent a court order the ultimate decision to remove the child is up to the officer based on their observations and facts made known to them. Observations and statements provided by CPS/DSHS should be considered just like any witness statement and corroborated as such. Officer's must remain objective and consider

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Patrol SOP	Subject
A.23.01	Child Abuse/Neglect/Sexual Abuse

all the facts when making these decisions as they are independent of the wishes of the parent or any other reporting party.

RESPONSE: The main concern of the patrol officer when investigating cases of child abuse (sexual or otherwise) and neglect is the protection of the child, thus the officer must determine:

- * whether child abuse or neglect is occurring;
- * whether the child is at risk in the home;
- * whether immediate intervention is necessary to ensure the child's safety.

A two officer routine response is appropriate.

ENTRY TO THE HOME: The officer's ability to gain entry to the home may be blocked by the parent or guardian due to embarrassment, being afraid or anger. During situations that turn hostile, the officer has the right to forcible entry if he believes a child in the home is in **imminent** danger.

INTERVIEWING THE CHILD:

The officer must make some immediate evaluations, such as:

- child's age
- the child's ability to evaluate what has happened
- the possible impact of the interview
- the possibility of retaliation by a parent or suspect against the child or another child for talking with the officer

The responding officer will generally not conduct a typical detailed interview with young victims of sexual assaults or physical abuse.

- the officer should minimize the preliminary interview of the child due to the trauma of the incident
- the officer should obtain enough information to determine what happened and take appropriate action.

Effective:	09/01/16
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Patrol SOP	Subject
A.23.01	Child Abuse/Neglect/Sexual Abuse

- if it is determined that the child is in fact a victim of abuse, sexual or physical, a specific assault interview will be conducted at the King County Prosecutor's Office

During initial investigation statements from victims are unnecessary.

GATHERING EVIDENCE: Evidence gathered during child abuse and neglect investigation may include the officer's observations, photographic evidence and physical evidence, and interview of witnesses.

REPORTING:

* If abuse or neglect is credibly alleged or identified, the officer will complete a case report and obtain witness statements. The officer will make sure that a copy of this report is sent to the local CPS office. Abuse cases must also be forwarded to the appropriate prosecutor for review regardless of whether probable cause determinations made by the officer.

*If an officer takes a child or children into protective custody, he shall post a notice of removal of children at the residence securing it in a visible manner and complete a case report.

* When a patrol officer takes a case report reference this subject matter, all cases will be referred to detectives for review.

DETECTIVE CALL OUT: In cases of serious injury or extreme abuse detectives should be notified.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.23.02	Sexual Assault

DISCUSSION: When a patrol officer is dispatched to a possible sexual assault, whether it occurred recently or occurred prior, it will aid in the investigation if the officer remembers that there are variety of ways the victim may react, and the officer shall handle the investigation in a professional and caring manner.

RESPONSE: The response will be dictated depending upon the time lapse since the sexual assault. If it is recent and a faster response may increase the chances of apprehending the suspect, the responding officer may make an emergency response. The supervisor/investigating officer may determine that a K-9 is needed and appropriate efforts should be made to set an adequate perimeter of the area to contain suspect(s).

TACTICS:

The investigating officer shall contact the victim and immediately ascertain the following:

Medical condition of victim

Attempt to establish suspect information/description

Probable Cause

Ascertain if there are any witnesses

Disseminate suspect/vehicle/direction information to dispatch if the assault is recent

Determine if the assault occurred within Kent's jurisdiction

Crime scene preservation shall be the responsibility of the initial investigating officer unless the supervisor assigns another officer to maintain crime scene preservation or determines that detectives are needed to adequately process the scene. In many instances, the patrol officer can process the crime scene. This shall be determined by the shift supervisor. The initial investigating officer may transport the victim to the hospital (preferably Valley Medical Center). If the victim is injured

Effective:	09/01/16
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Patrol SOP	Subject
A.23.02	Sexual Assault

and needs immediate attention, transportation should be handled by ambulance. The officer will gather evidence from the physician(s), nurse, or technician. It shall be the officer's responsibility to maintain chain of custody of evidence gathered. If possible, photographs of the victim's injuries should be taken either by medical staff or the officer with the officer's camera. (With staff member present). Complete contact information for persons involved in the medical case of the victim should be obtained if they are part of the investigation.

REPORTING: The initial investigating officer will initiate a master case report. The case will be referred to detectives.

ADDITIONAL FACTORS: The investigating officer should get a "medical release" by the victim, place in master case file and copy to detectives. Evidence that needs to be dried should not be packaged until completely air dried. The officer can place the items of evidence into designated areas that are secured for this purpose and retain the key until the item is ready for packaging. Sexual assault exam results evidence should be handled in accordance with the Kent evidence policy.

Victim should receive information to assist them about the King County Rape Relief at the hospital. If the victim has questions about the investigative process explain as fully as possible what the process entails. However, the detective may be better able to enlighten the victims as to the specifics relating to the continuing investigation that will be conducted. The investigating officer should be aware of the possibility of other victims and/or minor children who were with the victim just prior or during the assault. The trauma/shock may cause the victim(s) to temporarily forget about other victims, dependents, etc.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.24.01	Suspicious Circumstances

DISCUSSION: In instances such as this officers react to limited information in either a dispatched or on view incident. The information provided usually indicates that someone feels they are significant distress but for unknown reasons they cannot provide significant detail about what is actually occurring. In an example of this type of incident may be aired as "sounds of a person screaming for help" or "caller states send the police now".

RESPONSE: A minimum of two officers should respond to this type of call. An emergency response may be warranted at the officer's discretion.

ARRIVAL: Officers should approach the area/vehicle with caution and attempt to conceal their vehicles from view of the address in question.

TACTICS: In approaching the scene contact cover principles should be used. When appropriate officers should use listening halts and once out of their vehicles ensure dispatch has provided the most up to date information available. If there is not additional information officers should consider asking dispatch to call the RP back if possible to determine if any circumstances have changed.

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Patrol SOP	Subject
A.24.02	911 Hang-up/Open line

DISCUSSION: For various reasons, citizens will call 911 and hang up as soon as the call is answered. As the calling location is provided on the ALI screen, 911 operators are required by law to determine if an emergency exists.

RESPONSE: Generally, two officer's response in a routine fashion is suggested due to the unknown nature of the call. If for any reason the dispatch cannot recontact parties on a 911 hang up, this will generate a police response. If the individual, after interrogation by dispatch, has any type of potential problem i.e. domestic situation, welfare check, etc., officers will be dispatched. Open lines involve calls where conversation noises are heard. If there is any indication that medical attention is required, fire and police response will be initiated.

ARRIVAL/TACTICS: The officer should make contact at the location where the phone call originated using contact and cover principles. Listening pauses prior to knocking or attempting in person contact can be useful. If the call is from a residence, it is recommended that the officers enter the residence to visually determine that individuals inside are safe.

In instances where there is only a number provided, or at an address where there is not an answer to knocks at the door, officers should check local databases for history at the location specifically looking for history of similar circumstances or ongoing domestic issues.

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Patrol SOP	Subject
A.25.01	Vehicle Impound/Evidence

DISCUSSION: Officers will periodically impound vehicles for evidentiary purposes. This is a multi-step process and given the variables that can be present in different cases there will be only a few of the most often encountered scenarios covered below.

TACTICS: Prior to being secured by the tow company the vehicle should be sealed with evidence tape. This includes all points of access and any other exterior compartments that may contain evidence. The tape should be in the cargo compartment of every patrol vehicle. The tape includes a space for the officer's initials and the date.

When the tow is requested the officer should advise dispatch of the intent to have it taken to the impound yard so the tow company is aware. Officers should take steps to obtain good contact information from either the registered owner (RO) or the person driving the vehicle at the time of seizure. An explanation of what will occur should be provided, including how the vehicle may be returned to them or the RO. When the tow arrives, advise the tow operator that the vehicle cannot be entered and must be towed as it sits.

An officer should follow the impounded vehicle to maintain chain of custody on the vehicle. A supervisor should be notified to provide access to the impound yard.

Upon arrival at the impound yard the vehicle should be placed in manner to not block other vehicles in and where the tow company can retrieve it once it is to be released. In the front windshield of the vehicle the case number, officer's name, reason for impound and tow company should be documented. There are cards available at the impound yard to display this information. The tow company should be noted and a copy of the receipt obtained by the patrol officer. This receipt should be signed by the officer to include their personnel number and the case number. This receipt should be retained by the officer at this point. The officer should contact records and have the vehicle listed as being impounded for evidence in WACIC.

In the case of a search warrant being completed, when the vehicle is seized and being searched without the owner's consent, the tow charges would be the

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Patrol SOP	Subject
A.25.01	Vehicle Impound/Evidence

department's responsibility in the event evidence is not located in the vehicle. The chance of this liability drives the decisions from this point forward as to how the vehicle is released from police custody.

Once the search warrant is executed if evidence is NOT located the vehicle the vehicle should be driven to either the police station or a suitable meeting place away from the impound yard. The vehicle should be cleared from WACIC as impounded. The RO or responsible party should be contacted and the vehicle released to them. When at all possible citizens should not retrieve their vehicle from the impound yard itself. The copy of the tow bill that had been retained should be turned in to the patrol commander who is responsible for the tow companies. In this case the department will be responsible to pay for the tow bill.

In the event evidence IS located the ORIGINAL tow company should be called by dispatch to respond and impound the vehicle to their lot. An impound form should be completed and copy left with the vehicle. Records should be contacted to have the WACIC entry modified to indicate the vehicle is now in possession of the tow company. The officer should give the copy of the original receipt, from the first tow, to the tow driver along with the tow operator's copy of the impound form. The officer should then attempt to contact the RO or responsible party for the vehicle to advise them of the vehicle being released from police custody. In this case the RO will be held liable for the tow bill incurred as result of the illegal activity that had occurred inside their vehicle. It is also the officer's option to release the vehicle to the RO from the police station or other suitable location away from the impound yard.

In cases where the vehicle is being impounded for a consensual search with the RO's permission, such as AFIS processing at a later date, the tow bill should be signed in the same fashion and the bill turned in to the patrol commander responsible for tow companies. Once the vehicle can be released it should be handled in the same fashion as listed above when evidence is not located. It is the responsibility of the on duty supervisor to coordinate any processing assistance (AFIS, NRT) so the vehicle is processed in a timely manner and returned to the RO.

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Patrol SOP	Subject
A.25.01	Vehicle Impound/Evidence

In all of the above cases officers should notify the appropriate commander of the vehicle's final disposition to ensure the bill is settled appropriately.

ADDITIONAL FACTORS: If a vehicle is impounded by a patrol officer and further follow up work needs to be done by detectives, the officer must notify the detective unit about the impound as soon as possible. This information should be included on the detective referral form.

When a patrol officer impounds a vehicle for a search warrant generated at patrol level it should be served and the vehicle released either to a tow company or the RO within 72 hours.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.25.02	Vehicle Impound/Arrest

ENFORCEMENT: The officer may impound the vehicle in the following situations when an arrest has occurred:

- Felony/vehicle involved in the commission of a crime/needed for evidentiary purposes (see A.25.01)
- Impeding traffic, abandoned vehicle (see A.25.03)
- Serious injuries/fatal accident investigation (vehicle is item of evidence) (see A.25.01)
- For those offenses provided for in RCW 46.55.113, including the following, after first pursuing reasonable alternatives as provided for in A.25.03:
 - Driving Under the Influence (DUI), RCW 46.61.502 (See RCW 46.55.113(2)(e) and RCW 46.55.360)
 - Physical Control, RCW 46.61.504 (See RCW 46.55.113(2)(e) and RCW 46.55.360)
 - Driving While License Suspended, RCW 46.20.342(1)(a) (first degree) or RCW 46.20.342(1)(b) (second degree) (See RCW 46.55.113(1) and KCC 9.39.030)
 - Operating a vehicle without a functioning ignition interlock device when the driver is required to only drive vehicles with such a device (See RCW 46.55.113(k))
 - Any other crime where the driver is arrested, taken into custody, and there is no reasonable alternative to towing and impounding the vehicle.

REMINDER: IT IS THE PATROL OFFICER'S RESPONSIBILITY TO SERVE THE DRIVER AT THE TIME OF IMPOUND "NOTICE OF YOUR RIGHT TO A COURT HEARING".

A copy of the impound form will be served to:

- Driver of the vehicle
- Tow truck operator
- One provided or mailed to the last registered owner. In the event of an abandoned vehicle a copy will be left in a conspicuous location in the vehicle.

It is important that the officer fill out the form completely in these instances or it is possible that the police department will be made responsible for the impound fees.

ADDITIONALLY, when a vehicle is towed and impounded because the driver is

arrested for driving under the influence or for physical control, and held for the 12-hour period provided for in RCW 46.55.360, the police officer directing the impound **must:**

1. If the driver of the vehicle is the only registered owner or legal owner of the vehicle, the police officer must notify the driver that the impounded vehicle may not be redeemed within a 12-hour period following the time the impounded vehicle arrives at the registered tow truck operator's storage facility as noted in the registered tow truck operator's master log.
2. If there is a registered owner or legal owner who is *not* the driver of the vehicle, the police officer must notify the driver that the impounded vehicle may be redeemed by either a registered owner or legal owner, who is not the driver of the vehicle, after the impounded vehicle arrives at the registered tow truck operator's storage facility as noted in the registered tow truck operator's master log.
3. If the vehicle is a commercial vehicle or a farm transport vehicle (as defined in RCW 46.55.360(5)), prior to determining no reasonable alternatives to impound exists and directing impoundment, the police officer must have attempted, in a reasonable and timely manner, to contact the owner and release the vehicle to the owner, if the owner was reasonably available and not under the influence of alcohol or any drug.

REPORTING: The officer will complete a case report, narrative and vehicle/impound page.

Effective:	09/01/16
Revised:	07/12/23

Patrol SOP	Subject
A.25.02	Vehicle Impound/Arrest

ADDITIONAL FACTORS:

* The officer should remember to always have an articulable reason for the impound. If the officer will be filing the case and the item is being impounded for a police hold at our secured lot, the officer should review A.25.01 for cases where evidentiary impounds are involved.

* OFFICERS ARE REMINDED TO NOTIFY RECORDS AS SOON AS POSSIBLE OF ANY IMPOUNDS SO THAT THEY CAN ENTER INFORMATION INTO WACIC. IN THE EVENT OF A DUI IMPOUND THIS INFORMATION SHOULD BE PROVIDED TO RECORDS AS WELL.

Effective:	09/01/16
Revised:	07/12/23

Patrol SOP	Subject
A.25.03	Vehicle Impound/Abandoned

DISCUSSION: The police department may tow vehicles under a number of circumstances, including those provided for under RCW 46.55.113, such as when a vehicle is abandoned on public property or when a vehicle is parked on the public roadway abandoned with tabs expired over 45 days.

It is generally the procedure that, for “unauthorized vehicles” as defined in RCW 46.55.010, officers will place a warning notice on the vehicle for a minimum of twenty-four (24) hours and up to seventy-two (72) hours prior to removal. This warning procedure, however, is not required if the particular facts and circumstances present create a risk to public health, safety, or welfare that warrants immediate removal of the vehicle.

ENFORCEMENT: There are limitations the law places upon a police officer’s ability to tow a vehicle.

1. Must First Pursue Reasonable Alternatives. The tow and impound of a vehicle is a seizure under both the federal and state constitutions. To be constitutional in Washington, a tow authorized under Ch. 46.55 RCW must be reasonable under the facts and circumstances of the particular case. Additionally, the officer must first explore reasonable alternatives before exercising their discretion to have the vehicle removed and towed to a place of safety.

A reasonable alternative may include calling the registered owner to come pick up the vehicle within a reasonable amount of time, or locking the vehicle, leaving it in a location where it is legally parked, and advising the registered owner as to vehicle’s location and how they can obtain the keys from the officer.

An officer must document in their case report the reasonable alternatives they pursued, or the lack of reasonable alternatives given the particular facts and circumstances of the case.

2. Tow and Impound Under Ch. 46.55 RCW Must be Remedial, not Punitive. Through KCC 9.39.010, the Kent City Council has provided that an officer’s decision to authorize a tow under one of the circumstances provided for in Ch. 46.55 RCW must be remedial in nature to preserve the public health, safety, and welfare. Accordingly, if an officer authorizes a tow under Ch. 46.55 RCW, an officer may not also issue an infraction for any civil violation that relates solely to the manner in which the vehicle is parked, stopped, or otherwise located. This limitation, however, does not apply to any criminal charges or other infractions for moving, licensing, registration, inspection, or

insurance violations.

When tagging a warning notice on an abandoned or unauthorized vehicle, the officer needs to note the valve stem locations at the time of the posting to ensure the vehicle has not moved. The officer should also log and document in their case report a reasonable attempt to contact the registered owner by phone and inform them of the information on the warning notice.

If a tow is reasonable under the facts and circumstances of the case, and the officer has first pursued reasonable alternatives, the officer will request a tow to remove the abandoned or unauthorized vehicle and fill out the standard state form authorizing impoundment.

Officers may issue a warning notice and refer it to the Parking Enforcement officer for follow up. If so the warning notice should be referred as well. All warning notices need to be entered into records once the case is complete and the incident is resolved.

REPORTING: The officer will complete a case report, narrative, and the vehicle impound page of the master case and enter the vehicle into WACIC as impounded. The officer shall document why they authorized the vehicle to be towed and impounded, what reasonable alternatives they pursued beforehand, and the results of those efforts. Any warning notices used should be turned in at the end of shift to the supervisor "in" tray.

Effective:	09/01/16
Revised:	07/12/2023

Patrol SOP	Subject
A.26.01	Shootings/Stabbings-In Progress Incidents

DISCUSSION: Patrol officers will respond to weapons incidents both as dispatched calls and occasionally in responding to calls of unknown circumstance.

RESPONSE: The response, in most part, will be dictated by VALLEY COMMUNICATIONS SOP regarding this topic. Dispatch will give a Priority Dispatch or "Tone Out" (three squelched beeps) over the radio, followed by information pertaining to the incident. The incident will then be switched to TAC and PRIMARY will be restricted. Responding units should switch to TAC and at least two officers should answer up that they are responding. Generally a code response is warranted by available area patrol units.

Officers should anticipate that dispatch may receive multiple calls on the incident and should minimize air traffic to allow dispatch to provide updated information. A supervisor should advise they are monitoring the call. Supervisor's should also monitor and control the number of responding units as necessary. If a supervisor is not responding initially then one officer needs to be identified as the Officer In Charge (OIC) until the supervisor is able to respond.

ARRIVAL: Officer arrival considerations should be the same as in any HIGH RISK encounter. The decision on how quickly to make contact is first and foremost driven by whether or not the violence is actively still occurring or has subsided. In the event the violence is actively occurring the first officer on scene needs to find its source and end it. Second is the threat to anyone injured that needs immediate medical attention. In most cases establishing a link up point a safe distance (think cover /concealment) from the scene should be considered if the shooting has subsided. The patrol rifle should be the primary weapon at this point. Plate carriers should be utilized on calls involving firearms.

TACTICS: Once an element of sufficient size (2) to protect itself is on scene contact should be established with the involved parties. Initial contact may be very short with subjects to obtain direction/location of where the pressing needs of the scene are, such as suspect location and location of injured people.

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Patrol SOP	Subject
A.26.01	Shootings/Stabbings-In Progress Incidents

The initial arriving officers, first two in most cases, need to determine whether additional officers are needed on scene or if a perimeter needs to be established. Responding units should always continue to the scene until this information is provided.

Until the suspect has been subdued or the scene cleared of subjects actively engaged in causing the violence officers should move using covered movement in their approach to the scene and in clearing open areas, such as between apartment buildings or houses. In this method a cover officer is designated while other officers move to clear the area. As this occurs the cover officer communicates their ability to provide cover to those who are moving. In the event they cannot cover the movements the contact officer's should hold in a position of cover preferably, and allow the cover officer to reposition to where they can cover the continued movement of the contact officer/s. The cover officer should anticipate blind spots and communicate them in advance of the contact officer's movements.

When subjects are not apparently causing violence and are inside of a building they should be ordered to exit if possible. Upon exit they should be treated as any armed or violent subject unless it is clear they are not a threat. Even then frisking occupants that appear to not be a threat may be appropriate depending on the call. As subjects that come out are contacted they should be asked the following:

Is anyone inside hurt or still fighting?

How many more people are inside?

Does anyone have a weapon or access to one?

If dispatch is still on the phone with someone inside they can be used to ask the subjects to exit as well.

In clearing the scene the first priority must be given to overall scene security. This begins in the response to call and carries through all the way until the crime scene

Effective:	09/01/16
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Patrol SOP	Subject
A.26.01	Shootings/Stabbings-In Progress Incidents

itself is collapsed at the conclusion of the scene being processed. In their initial response officers will take into consideration the following:

- A. Location of victim/suspect- This needs to be determined either by the RP/s and verified by the first responding officers. Descriptions should be verified and associated vehicles identified if anyone fled.
- B. Once the initial officers determine on scene needs other officers should slow their response and try establishing a perimeter and search for anyone fleeing. In doing so the route travelled to the location should be considered to enable an expedient establishment of the perimeter. The information provided by the officers on scene needs to be taken into consideration as to what type and location of the perimeter to be established.
- C. Available cover and/or concealment near location along with safe/best routes to and from those who need medical aid.
- D. Containment of scene and location of witnesses and evidence.

Upon the scene being deemed secure assignment of duties should include:

- a. Victim contact-officer to contact victim and be prepared, if necessary, accompany for medical care
- b. Suspect Contact-officer to contact suspect and be prepared, if necessary, accompany for any medical care
- c. Witness contact-officer to contact witnesses and obtain statements
- d. Crime scene perimeter-Crime scene tape should be used if outdoors or securing entrances to buildings as necessary when indoors. If inside of a building, specifically a private residence, every one inside should be identified and removed. Additionally, officers should consider whether an inner and outer perimeter should be established. The inner perimeter contains the crime scene itself while the outer perimeter delineates access to the public so the crime scene cannot be affected by having a buffer of sorts. The area between the perimeters also

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Patrol SOP	Subject
A.26.01	Shootings/Stabbings-In Progress Incidents

gives responding personnel work space to process items and people from the scene.

- e. Evidence search and marking-A primary and secondary search should be made. Once evidence is located the location should be marked and the information provided to the responding detectives
- f. Crime scene log-officer assigned to crime scene log often is one who established perimeter
- g. Once duties are assigned supervisors should ensure extra personnel are cleared from the scene

6. Once scene is secure evaluate if air needs to be restricted and if scene/incident will require continued use of TAC.

7. Need for SWAT or OSA assistance (Usually left to Supervisor)

ENFORCEMENT: If the suspect can be located and PC exists for charges, an arrest will result.

REPORTING: The primary officer (usually the District Car) will initiate a Master Case Report listing all pertinent information regarding witnesses, victims, suspects, location, what occurred and what he/she did. Other responding officers will submit a Supplemental Report indicating their observations and actions.

Whenever possible, take taped or written witness statements of witnesses at the scene. The Supervisor will be responsible in notifying the Duty Officer and if needed, the Detective Supervisor.

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Revised:	

Patrol SOP	Subject
A.26.02	Illegal Discharge (sounds of)

DISCUSSION: The following procedures should be applied in any weapons discharge. A "Shot(s) Fired" report doesn't always mean that a shooting has occurred. Citizens can also mistake fireworks or other loud noises for the sounds of gun fire. The officer response should be the same in either case.

RESPONSE: Generally this will be a two officer response (non-code unless information dictates it to be a shooting involving injuries or danger is present to others). The number of callers should also be considered as it may indicate the veracity of the report.

ARRIVAL: Officer arrival considerations should be the same as in any HIGH RISK encounter. In choosing the avenue of approach officers should consider crossfire concerns, remoteness of location, history of calls of this type in the area, the ability to effectively search the area with the resources available to patrol officers.

TACTICS: On arrival officers should attempt to locate the RP and determine the nature of their observation in detail. The responding officer/s should also make a thorough check of the immediate area and contact other subjects that may have information pertinent to the call.

Any casings should be photographed, collected and handled in accordance with the Kent evidence policy.

ENFORCEMENT: If the officer investigating the incident can determine that the shot fired was accidental, no enforcement may be required. If the discharge was done with intent an arrest would be appropriate if a suspect can be identified.

REPORTING: In the event an illegal discharge has occurred, or it cannot be reasonably proven that one did not occur, the primary officer should initiate a case report (Crime Incident- Illegal Discharge) listing all pertinent information: witnesses, suspects, location, what occurred, and what he/she did.

Any casings collected will require an IBIS (WSP lab request) request be completed. This request should be completed at the same time as the evidence submission. In the event of an illegal discharge does not involve a homicide or assault 1 the shell casings should be submitted for IBIS only, as further testing will not likely produce useful evidence. This is in an effort to link casings to other crimes, if any, in a timely manner.

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Patrol SOP	Subject
A.26.02	Illegal Discharge (sounds of)

In the event there is not an arrest made or suspect identified, the case may be closed. When casings are recovered without suspect/s the detective unit should be routed the case or an email describing the circumstances.

Effective:	09/01/16
Revised:	04/12/17

Patrol SOP	Subject
A.26.03	Accidental/Negligent Discharge

DISCUSSION: Firearm ownership is common and with that prevalence is the potential for them to be negligently or accidentally discharged. This call is typically reported by the person who discharged the firearm or observed it happen. When this occurs, the following responsibilities should be considered by the responding police officer.

RESPONSE: Due to the nature or potential seriousness of the call, two officers will respond. A priority response is not necessary for only property damage.

ARRIVAL: Officer arrival considerations should be the same as in any armed subject call.

TACTICS: The officers will approach this incident as a SHOTS FIRED call and take all precautions necessary to ensure their safety. Use telephone communication if possible and have the subject walk out of the residence, leaving the firearm behind. Medical aid can be provided if needed or KFD/Medics can take over care. Obtain information from subject about anyone else still inside and location of firearm. If the subject is unable to exit due to injury try to establish communication and visual of subject from outside of the house or attempt to have the subject move to a location where they are visible to officers. Once all subjects are located and aid has been provided the firearm should be rendered safe by an officer familiar with the weapon platform and its operation. Safekeeping/evidence storage of the firearm should be considered if there are criminal charges pending. If the subject wishes to maintain custody of their firearm the negligent discharge alone is not grounds to take it.

REPORTING: A case report should be taken to document injuries/property damage and potential criminal charges.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.26.04	Officer Safety File

DISCUSSION: The Officer Safety data base is intended to provide protection to police officers when they contact an individual who has exhibited assaultive behavior during an arrest situation. This file is available statewide and all wanted person inquiries are checked against it. Additionally the location and vehicle can be entered into ValleyCom/CAD for local agencies which will remain in place for one year.

CRITERIA: An individual can be entered when they have been placed in physical custody or under arrest by a law enforcement officer for an offense and have exhibited assaultive behavior toward a law enforcement officer. In addition, the individual may be entered based on documented actions and or threats when no arrestable offense has yet been committed.

REPORTING: An Officer Safety form must be filled out and forwarded through the Chain of Command prior to Records entering the subject into the system. The form must be supported by a case report documenting the incident and actions of the subject.

Officer safety warnings come in the form of WACIC hits for subjects and vehicles while premise warnings are generated and maintained in CAD for locations.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.27.01	Vehicle Theft

DISCUSSION: Patrol officers respond to and investigate various types of vehicle theft. Vehicle theft investigations require some additional steps and methods that differentiate them from other theft calls.

RESPONSE: If the theft is in progress a minimum two officer code response is warranted in most cases. Otherwise a routine single officer response is appropriate.

TACTICS: If the theft is in progress and the vehicle is found to be occupied a high risk vehicle stop should be initiated.

If the theft has occurred previously this type of call may be handled by phone. The following information should be obtained from the VIC:

- Date and time of theft
- Was the vehicle legally parked? (towed?)
- Is the vehicle paid for? (repo?)
- Are the keys accounted for and can it be started without a key?
- Is there any suspect information or does anyone have permission to drive the vehicle?
- Are there any tracking devices or weapon in the vehicle?
- Is the vehicle registered to the VIC and is there anything that makes the vehicle stand out or recognizable?
- Does law enforcement have consent to search the vehicle once recovered?

In the event the VIC does not know their plate number contact Kent records to conduct a DAPS search. It is important to run the plate once obtained to ensure the vehicle has not been impounded, private or otherwise.

Once the vehicle is determined to be stolen after obtaining the above information contact Kent records and have the vehicle entered into WACIC as stolen. Advise the VIC that if they locate their vehicle to call police so it can be processed for evidence and removed from WACIC.

REPORTING: Officers will complete a master case report for stolen vehicle reports.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.27.02	Vehicle Recovery

DISCUSSION: Officers will recover stolen vehicles as part of patrol duties.

RESPONSE: A one officer, in person, routine response is appropriate for unoccupied stolen vehicles. If occupied a code, multi-officer response may be appropriate.

TACTICS: If unoccupied the vehicle should be processed as a crime scene. This would include checking for fingerprints, items left by suspects, checking for damage and taking photographs. Based on how and where the vehicle was located it may be appropriate to interview neighbors along with the RP.

Officers should check that the VIN matches that of the DOL return for the stolen vehicle. Additionally, ensure both plates are still present. In the event one or both of the plates are missing the WACIC entry will need to be modified to state such.

The vehicle should be confirmed through the reporting agency as being stolen. Once contact information for the registered owner is obtained, officers shall make reasonable attempts to contact the registered owner to come pick the vehicle up, if they can respond in a reasonable time. If the registered owner cannot respond within a reasonable time, officers shall pursue other reasonable alternatives that may exist before requesting a tow and vehicle impound in accordance with the impound procedure. The vehicle should be removed from WACIC by records and a check on the MDC completed of the plate prior to the vehicle being released from the scene.

It is preferred to have the registered owner come to the scene to take possession of the vehicle. While there they should be asked to inspect the vehicle for new damage and possible evidence left by the suspects.

REPORTING: All investigative observations should be documented in a case report. In the event the vehicle was reported as a Kent stolen, and no arrests have been made the recovery can be documented in a supplemental report to the original. If a contemporaneous arrest is made on a Kent stolen two reports will be required, a supplemental to the original stolen report and the other to document either PSV, vehicle trespass or vehicle theft. If an OSA stolen is recovered a new original report must be generated.

ADDITIONAL FACTORS: If an arrest is made the original victim should be contacted and a recorded statement obtained. The victim should be asked if they

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Revised:	07/12/2023

Patrol SOP	Subject
A.27.02	Vehicle Recovery

know the arrestee or anyone else contacted in the vehicle. Additionally, a suspect interview should be performed and if able determine the following:

- Where they got the vehicle?
- How long they have had it?
- If purchased, for how much, from who, when and where? How did the seller come to have it?
- How do they start it? What kind of key and where is it?

Passengers should be asked similar questions as well as if they know the operator to have a vehicle and/ or license.

The key to any prosecution for possession of stolen property or vehicles is knowledge that it was stolen.

Effective:	09/01/16
Revised:	07/12/2023

Patrol SOP	Subject
A.28.01	Theft Investigations

DISCUSSION: As a part of patrol duties officers will respond to reports of theft.

RESPONSE: If the theft is in progress and a high dollar amount a code response with multiple officers may be appropriate. In the event someone is in custody for the theft two officers should respond in a routine fashion.

TACTICS: Officers can use a wide range of methods to investigate theft. The focus should be establishing elements of the crime and gathering evidence in any case. This would include physical evidence at the scene as well as any video surveillance that may be available. Additionally, in instances that have civil overtones it is far better to refer charges to the prosecutor rather than make a physical arrest.

REPORTING: Theft reports will require the completion of a master case report. Any high value items with serial numbers should be entered into WACIC as well as checked in pawn databases. These steps should be reflected in the narrative of the case report.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
#A.29.01	Camp Enforcement and Removal

This document constitutes the Standard Operating Procedures for the City's enforcement of regulations associated with unlawful camping as well as the removal of unlawful camps.

Enforcement Considerations

In all cases, officers must use discretion in determining how to address individual incidents of camping. Among other options, officers may choose to remove a camp immediately, post a camp with a notice of removal, cause the removal of property within the camp, or issue citations or make arrests in accordance with Chapter 8.09 of the Kent City Code (KCC).

Chapter 8.09 KCC not only prohibits camping on public property, it also prohibits the storage of camp facilities on public property, certain use of fires, and specified acts of environmental damage.

Before issuing a citation or making an arrest for camping or storage of camp facilities, officers must consider the following: the location of the camp; whether the individual camping is actively seeking alternatives to camping or storing property (seeking housing at a shelter or other housing facility, seeking work, accessing treatment or other social services, etc.); whether the individual is removing the camp upon request; and if there is shelter available for the individual.

Officers may not arrest or issue a citation for camping if there is no available overnight shelter for the individual.

An officer may use discretion to arrest or issue a citation for unlawful storage of camp facilities, use of fires, and environmental damage, even if there is no available overnight shelter for the individual. Environmental damage includes dumping or discharging pollutants, depositing urine or feces, destroying or altering vegetation, constructing trails, removing soil, draining or increasing water levels, and disturbing wildlife dens.

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In all cases, officers should communicate the availability of housing and social services and assist those who are interested in alternative housing or services.

The fact that a camp owner is cited or arrested does not guarantee that they will be charged by the prosecutor. The prosecutor will make an independent determination as to case filing.

Officers should not issue a camping citation or make an arrest for the simple act of sleeping on public property with rudimentary coverings from the elements. Rather, there must be additional evidence of camping—occupying and residing in camp facilities (tents, temporary shelter or other structures that evidence an intent to function as a temporary or permanent residence).

Posting of Camps on Public Property

Camps should be posted a minimum of 48 hours prior to being removed. The notice should contain information regarding the process individuals camping or storing personal property within the camp area may use to petition for a reasonable amount of additional time to leave the camp area and remove their property. This notice should also contain information regarding the availability of assistance from social services and available overnight shelter options. Regarding the hearing, the Police Chief or designee should provide a hearing whenever requested. Standard operating procedures have been established to guide the hearing process.

Posting is not required if a camp is located on public property that has been designated as "sensitive." There are five "sensitive" categories of public property: (1) portions of parks designated for a specific purpose (playfield, trail, restrooms, golf course); (2) critical areas, including wetlands, steep slopes, riverbeds and property near drinking water sources; (3) city-owned buildings and parking lots; (4) streets and sidewalks; and (5) city-owned property closed to the public and marked with no trespassing signs. Verbal (oral) notice should suffice and the camp owner should be given a short but reasonable amount of time to remove camp facilities and other property (collectively referred

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to as "property"). The notice given to individuals should be documented clearly in the case report.

In any case in which property must be removed by the City, if a camp owner is present and protesting the removal of property, they should be given a reasonable opportunity to remove the property themselves. In the case of such protest, and if there is a risk that property of obvious value (e.g., items needed for survival such as blankets and clothing, legal documents, personal papers, government identification, labeled medications) will be lost if the person cannot remove the property, officers should, with the owner's consent, arrange for storage of the property. The City will not store property that it has reasonable grounds to believe is stolen or illegal to own or possess, hazardous to health or safety, perishable, or of no apparent value. If property is not stored, the reasons why should be clearly documented in the case report.

If the owner is not present when a camp is removed, the City will attempt to determine the owner of any property of obvious value (as defined in the preceding paragraph), will arrange for storage of the property, and will attempt to provide notice to the owner of the property as to how they may claim the property. These attempts should be clearly documented by the officer in the case report.

If an arrest occurs without prior posting of notice in a sensitive area, whether it is for camping, storing camp facilities, environmental damage, unlawful use of fires, or some other crime, or on a warrant, officers should allow the camp owner to designate a third party to remove the property. The same should occur if staff knows the owner is unable to move property for another reason (e.g., hospitalized). If an arrest is made, personal items, such as medications, bank cards, money, identification, marriage certificates, insurance cards, operable cell phones, etc., designated by the arrested individual will be removed and stored in evidence for later retrieval. In cases in which an arrest is made and there is property of value that cannot be removed by a designated third party or no third party is designated, officers should, at the request of the owner, store the property and provide notice as to how the owner may claim the property.

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The City will not store property that it has reasonable grounds to believe is stolen or illegal to own or possess, hazardous to health or safety, perishable, or of no apparent value.

Documenting Activity

Officers should take photos and complete detailed reports in all instances in which a camp is posted with notice of removal, a person is cited/arrested, or a camp is cleared. Reports should include the following information:

- Basic facts
 - This should include conditions of the camp, environmental damage, property damage, evidence of fires, whether and how the camp interferes with lawful use of property, summaries of warnings and conversations, evidence of the 48-hour posting of property (copy of notice and photo), evidence of complaints regarding the activity, evidence of potential or actual impact to Kent residents, evidence of other criminal behavior, etc.
- Information of a person's moving from one camp to another to avoid enforcement
- Summaries of any oral notice given to individuals to not camp in sensitive areas and to remove their property
- Detailed information about property determined to be hazardous, stolen, or illegal to possess, for which the City does not have an obligation to store
- Summaries of the communication of the availability of assistance from Housing and Human Services, or other social services; evidence (or lack of evidence) of a camp owner's attempts to obtain shelter, treatment, or other social services
- Summary of attempts to locate a camp owner if there are facts known to staff that lead them to believe the camp owner is in custody, in a hospital, or dealing with some other emergency

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Human Services

The Police will continue to partner with Housing and Human Services to ensure communication of available resources to those who are camping. The City will continue to partner with social services to provide alternatives for care and housing. Officers will, in all cases, communicate the availability of social services to help individuals find care and shelter, and will assist those who are willing to receive those services.

Camp Removal

Unless an emergency exists or the camp is in a "sensitive" area as set forth in KCC 8.09.030(B), camp facilities or other property should not be removed until 48 hours after confirmation that a camp was posted with a 48-Hour Notice to Remove Property. An emergency may exist in the event of the occurrence or risk of occurrence of violence, or some other imminent risk to the public health, safety, or welfare. This 48-hour notice requirement shall not be required if a camp is located on public property designated as "sensitive" in KCC 8.09.030(B): (1) portions of parks designated for a specific purpose (playfield, trail, restrooms, golf course); (2) critical areas, including wetlands, steep slopes, riverbeds and property near drinking water sources; (3) city-owned buildings and parking lots; (4) streets and sidewalks; and (5) city-owned property closed to the public and marked with no trespassing signs.

If it is determined that the property remaining after the expiration of the 48-hour period is of obvious value, (e.g., items needed for survival such as blankets and clothing, legal documents, personal papers, government identification, labeled medications) staff should attempt to determine who the property belongs to, and arrange for storage of the property. The City will not store property that it has reasonable grounds to believe is stolen or ill illegal to own or possess, hazardous to health or safety, perishable, or of no apparent value.

Experience has shown that upon receiving a 48 Hour Notice to Remove Property, a large majority of people vacate the camp and leave behind significant quantities of tents, tarps, food, garbage, waste and miscellaneous property (bicycle parts, electronics, yard equipment, propane tanks, empty boxes, clothing that is not protected from the elements, etc). If the person

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Patrol SOP	Subject
#A.29.01	Camp Enforcement and Removal

vacates the camp and there is no contact with the City, it is presumed that this property is of no obvious value, and that it has been abandoned. This property can be discarded.

If a particular camp cannot be removed with City resources, the City may contract with a private contractor for camp removal.

Proper documentation of camp removal should include the location of the camp, the date and time of removal, a description of the property removed, what was done with the property, and the presence of any purported owner of the property.

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Revised:	11/9/2022

Patrol SOP	Subject
B.01.01	Collisions

DISCUSSION: In many instances, a patrol officer will be required to investigate traffic accidents when a traffic officer is unavailable. The following is the procedures to follow.

RESPONSE: Injury or unknown if injury-officer (s) should respond utilizing full emergency equipment.

Non-injury - respond to scene with normal traffic flow non- emergency.

ARRIVAL: If the accident is blocking, protection of victims, bystanders and vehicles with the use of the patrol vehicle, lane of flares, and or traffic cones.

Check for injuries and determine the following:

- * Extent of injuries
- * Number injured
- * Advise dispatch of need for aid or medics
- * Administer first aid
- * Additional police units for traffic/crowd control

ENFORCEMENT: Proceed to investigate the accident. Determine:

- Drivers of vehicles
- Obtain operator's license
- Vehicle registration
- Insurance card
- Determine if any independent witnesses
- Interview passengers
- Cite Violator/s for appropriate violation

If vehicles are blocking the roadway, or not drivable, officers will request a tow to remove the vehicle. Vehicles that are leaking or otherwise substantially damaged,

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Patrol SOP	Subject
B.01.01	Collisions

they may not be left on private property without the owner of the vehicle first getting permission from the owner.

REPORTING: The investigating officer will complete the traffic accident report In SECTOR or using the Washington State Police Collision Report. This should include all appropriate information on drivers, occupants, and witnesses. A narrative explaining how the collision occurred and a diagram which includes the names of the roadway, the North orientation, and indications of points of impact and vehicle paths.

For injury collisions, officers should take photos of the scene to include all sides of each vehicle involved and overall roadway location and conditions.

For non-injury collisions, officer can encourage involved parties to take their own photos of the vehicles, if safe for them to do so. This does not preclude officers taking collisions for their own investigation.

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Patrol SOP	Subject
B.01.02	Fatal/Serious Injury

DISCUSSION: Frequently during the initial response, a patrol officer will be required to respond to investigate a serious traffic accident. This procedure is designed to assist that officer in dealing with this type of incident.

RESPONSE: Emergency response if known/unknown injury or fatal.

ARRIVAL: Upon arrival ensure the protection of victims/vehicles with the use of patrol vehicle, traffic cones, and/or flares. Determine the extent of the injuries, number of injured, and advise dispatch. If there are serious injuries or a likelihood of fatality, officers should request traffic callout via patrol shift supervisor.

Traffic Callout guidelines:

Traffic will come out for:

- Fatality as the result of a collision
- Serious Injury with likelihood of death
- Serious injury to others, with signs of impairment or recklessness of the causing driver (felony)
- Injury with police vehicle involved
- High city liability incident

Call for a consultation when:

- Fatality not as a result of the collision (medical issue)
- Injury with city vehicle involved
- Pursuit collisions which result in injuries
- High profile collision

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Patrol SOP	Subject
B.01.02	Fatal/Serious Injury

- Any other collision you think may need advanced investigation

There may be exceptions so when in doubt call for a consultation.

Try and gather the following before you call:

- Nature of the injuries and how are those injured involved, driver, passenger, or ped.
- Are there signs of impairment on the causing driver (FSTs?).
- How big or complex is the scene.
- Are there any special circumstances at the scene (haz-mat, crowds, high volume roadway, etc.)

If there is suspicion of an impaired driver, please have a patrol officer conduct FSTs and PBT before traffic's arrival. With drug intoxication the time lost waiting for our response can be critical evidence lost.

REPORTING: Attempt to identify drivers, possible witnesses, and proceed with the investigation. Initial officers should complete the face sheet of the accident report. The initial officer should take photographs of the accident, locate and protect location of found evidence (do not mark the area where evidence is found, traffic investigators will do this), unless requested by the Traffic Supervisor.

ADDITIONAL FACTORS:

If it is determined by the officer at the scene that the accident may involve a vehicular assault or vehicular homicide, it may be appropriate to have blood drawn by the medics using grey tops for testing at state toxicology lab. (REMINDER: Request that the medics use a non-alcoholic base antiseptic when drawing blood.)

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Patrol SOP	Subject
B.01.02	Fatal/Serious Injury

On the Washington State Patrol DUI packet, a box is available for blood tests. This should be signed by the technician or physician at the scene with all pertinent information filled out when blood is drawn.

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Revised:	

Patrol SOP	Subject
B.01.03	Hit and Run/Injury/Non-Injury/Unknown

DISCUSSION: A hit and run accident can be classified as attended (driver/occupants inside the victim's vehicle) or unattended (no driver in victim vehicle). Most hit and run accidents are on private property and are unattended, however, there are those that occur on the roadway and on private property which involves injury up to and including the death of those involved.

RESPONSE:

Injury or unknown if injury- officer(s) responds utilizing full emergency equipment.

Non-injury - respond to scene with normal traffic flow non- emergency.

ARRIVAL: If the accident is blocking, protection of victims, bystanders, and vehicles with the use of the patrol vehicle, lane of flares, and/or traffic cones.

Check for injuries and determine:

- * Extent of injuries
- * Number injured
- * Advise dispatch of need for aid or medics
- * Administer first aid
- * Additional police units for traffic/crowd control

ENFORCEMENT: If vehicles are blocking the roadway, or not drivable, officers will request a tow to remove the vehicle. Vehicles that are leaking or otherwise substantially damaged, they may not be left on private property without the owner of the vehicle first getting permission from the owner.

REPORTING: Officers should complete a traffic accident report in SECTOR in instances they are going to conduct the follow-up investigation themselves. In instances that are going to be referred to the traffic unit the Washington State Police Collision Report in paper form should be used and referred with a status of

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Patrol SOP	Subject
B.01.03	Hit and Run/Injury/Non-Injury/Unknown

"T". The officer should then complete a Hit and Run Referral Form and attach it to a copy of the report and place it in the Hit and Run Referral box in the Report Writing Room. If the patrol officer wishes to follow up on their own they can work the case as any other. If an arrest is made or the case closed it should be coded "KE" or "C", respectively and any new information added to a supplement in SECTOR.

The following are guidelines for referring an ACTIVE traffic accident hit and run report:

- Vehicle license plate available
- Vehicle license plate and victim -- can ID suspect driver
- Serious Injury hit and run accident -- Call Traffic Accident Team (supervisor)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.01.04	Non-Reportable Collisions

DISCUSSION: The officer responding generally will not have to do a traffic accident report if damages to each vehicle are under \$1,000. If the persons however, are insistent, it is recommended that the officer complete the report for documentation purposes. Another alternative is to assist in the documentation of the exchange of information between the two drivers and directing them to the WSP website for collision reporting.

REPORTING: Exchange of information on private property unless injury or hit and run involved. If an accident occurred on roadway and damages are under \$1,000 and non-injury, the involved parties can exchange information and police involvement is not required.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.02.01	DUI/Alcohol Related Incidents

RESPONSE: Officers should request backup assistance when contacting possible DUI due to the potential unpredictable nature of intoxicated subjects.

TACTICS: In many instances the following procedure would assist the officer in a DUI arrest.

Observe driving/violations

Initiate traffic stop in a safe location

Contact the driver

Visually check driver/interior of vehicle

Check driver for smell of intoxicating liquor or drugs/check eyes (watery or red)

Ask driver for operator's license, vehicle registration and insurance card (watch closely the reactions/motor skills of driver).

Ask the driver about consumption of alcohol, drugs, and medications

Based on observations during driving and the stop, the officer may request driver do at a minimum, voluntary Field Sobriety Tests which include:

- Horizontal Gaze Nystagmus
- Walk and Turn
- One Leg Stand

Other possible Tests:

- ABC's
- Finger dexterity
- Finger to nose
- Romberg Balance Test

ENFORCEMENT: Adult DUI/Physical Control Arrest:

Effective:	09/01/16
Revised:	07/12/23

Patrol SOP	Subject
B.02.01	DUI/Alcohol Related Incidents

* Impound/tow vehicle, after first pursuing reasonable alternatives, with a mandatory 12 hour hold if the driver is the sole registered owner and legal owner of the vehicle. (See A.25.02)

* Transport suspect to Kent Corrections Facility for breath test or blood draw if nurse is on duty and available.

* Breath Test - Process suspect in the BAC room located at Kent Corrections Facility.

* Blood Test – Obtain a search warrant from a KMC/KC district court Judge and then have blood drawn at the jail or hospital

Juvenile options DUI/Physical Control Arrest:

* Impound/tow vehicle, after first pursuing reasonable alternatives, with a mandatory 12 hour hold if the driver is the sole registered owner and legal owner of the vehicle. (See A.25.02).

* Transport suspect to Kent Corrections Facility for breath test or blood draw if nurse is on duty and available.

* Breath Test - Process suspect in the BAC room located at Kent Corrections Facility.

* Blood Test – Obtain a Search Warrant from a KMC/KC district court Judge and then have blood drawn at the jail or hospital.

* Officer may request booking photo and prints prior to finishing processing so that jail staff can make arrangements for the juvenile to enter the booking area.

* Contact guardian or parent to take custody of juvenile.

* Advise parent or guardian that the case will be referred to King County Juvenile Court for processing if the violator is 15 years of age or younger.

* Violators who are 16 years of age or older are referred municipal or district court.

REPORTING (Juvenile or Adult):

The patrol officer will utilize the Washington State Patrol DUI packet. The report is also available on line.

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Patrol SOP	Subject
B.02.01	DUI/Alcohol Related Incidents

Forms included in the packet are:

Washington State Patrol Rights/Warnings page/case report

Washington State Patrol Sobriety Tests page

Washington State Patrol BAC Verifier Data Master (implied consent warning for breath page)

Washington State Patrol Breath/Blood Alcohol/Drug Arrest Report

Special Evidence Warning/Implied Consent Warning for

Blood/Voluntary Blood, Urine, Breath page

When utilizing a copy of the DUI arrest report from the BAC room officers should make sure they are using the current edition. In the event a page is not used it can be omitted from the documents sent to DOL.

Processing Paperwork/Adult:

All paperwork will be processed and referred to Kent Municipal Court for misdemeanor DUI arrests in the City of Kent. For felony DUI arrests and arrests outside the city cases can be referred to the appropriate King County District Court and the subject can be booked at RJC/KCJ after processing at the CKCF BAC machine. It is recommended that in felony DUI a case a search warrant is obtained. Officers should also be aware that subjects who are under arrest following a previous DUI conviction are a mandatory booking under state law. It is directed that DUI are booked into jail by Kent officers unless approved by a patrol supervisor.

A criminal history (through Kent records) should be checked on all DUIs to ensure the current instance would not be a felony.

Processing Paperwork/Juvenile(under 15 yrs of age):

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Patrol SOP	Subject
B.02.01	DUI/Alcohol Related Incidents

Send to King County Juvenile Court, a copy of the entire case is forwarded with the juvenile referral form, the original case and a copy of the juvenile referral form will be required.

ADDITIONAL FACTORS: If the individual is administered a breath test on the Data Master and the reading is .25 or above, administer a second test within 30 minutes. If the second test is .25 or above, the jail staff will not admit the individual into the facility until medical screening has occurred. It will be the responsibility of the officer to either transport the person to a medical facility or turn the individual over to a responsible adult (with supervisor approval).

When reading Miranda advisements to an arrestee for DUI this only needs to occur once. It can be done from wither the Kent Police codebook or the DUI arrest report. In either case the time should be noted.

The decision to release prisoner booked on DUI will be ultimately decided by corrections supervisor. The officer should provide written documentation to CKCF staff of all known factors in making decisions on release.

In the event a DUI is awaiting toxicology results the officer should wait to sign the DUI arrest report cover page until the results are obtained. Officers should include a **copy** of the DUI arrest report with the citation in instances where the subject is in custody. Even if the DUI arrest report is incomplete and awaiting toxicology results the packet, as completed to that point, can assist the prosecutor/court in making probable cause decisions at first appearance. In the event this is not done the completed DUI arrest report should be forwarded to the prosecutor once toxicology results are obtained.

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Patrol SOP	Subject
B.02.02	Blood Search Warrant

DISCUSSION: In many cases a DUI arrest or traffic investigation may require a search warrant for a vehicle operator's blood be completed. The following are reasons to consider a search warrant for blood:

- Refusal of a breath sample
- Drugs other than alcohol are suspected
- Any communication barrier with the suspect (language/impairment/injury) that brings into question the subject's voluntary consent to a breath or blood sample.
- Felony DUI/Vehicular Assault or Homicide

Officers can complete search warrants and affidavits using electronic means. The usual process of having a prosecutor review the warrant can be skipped in misdemeanor cases and the warrant can be submitted directly to a magistrate for approval. A judge can be contacted by phone and the search warrant and affidavit submitted via department email. Once the judge approves the warrant the email chain should be preserved and is now part of the warrant.

The following is a consolidation of who gets what documents once the warrant is completed and served.

Court (via the court bag or in person at the court):

- Warrant
- Affidavit
- Inventory and Return of Service (signed by suspect)
- Receipt for Property Taken (signed by suspect and person who drew blood)
- Email (when used)

Suspect:

- Warrant
- Inventory and Return of Service (signed by suspect)

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Revised:	

Patrol SOP	Subject
B.02.02	Blood Search Warrant

• Receipt for Property Taken (signed by suspect and person who drew blood)
Officer/case file/DUI arrest report/Toxicology Lab:

- Warrant
- Affidavit
- Inventory and Return of Service (signed by suspect)
- Receipt for Property Taken (signed by suspect and person who drew blood)
- Email (when used)

Hospital/person who drew blood:

- Warrant
- Receipt for Property Taken (signed by suspect and person who drew blood)

In the event the suspect will not sign a document this should be noted on the form in question and addressed in the case narrative.

Once the search warrant has been served the officer generally has three days to return them to the court. The court will affix a number to the warrant and the number assigned should be reflected in either the master case report or a supplemental.

Officers should use the Kent municipal court for blood search warrants in most cases. In the event a warrant is sought through a King County court the search warrant hotline number should be used. A blood search warrant template can be located on the :P drive in the traffic unit folder.

The following is a link to a fillable version of the WA state DUI arrest report:

[http://www.wsp.wa.gov/breathtest/docs/webdms/DUI_Forms/DUI%20Arrest%20Report%20\(English\).pdf](http://www.wsp.wa.gov/breathtest/docs/webdms/DUI_Forms/DUI%20Arrest%20Report%20(English).pdf)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.02.03	Blood Draw

DISCUSSION: A blood draw may be voluntary or involuntary (search warrant). Voluntary blood draws should only be done in non-criminal cases. Suspects can revoke their consent before analysis by WSP, making the test useless.

If blood draw is conducted ensure that two grey-topped vials are used; that the date on the vials has not expired; that the white anti-coagulant agent (a powder) is present in each vial. The blood should be entered into Kent evidence and a toxicology request completed. The officer responding to the hospital should also ascertain if any narcotics have been legally administered to suspect and document this information in the report. Each vial should be labeled with the name of the suspect, case number, and date and time.

REPORTING: All statements and related actions referenced the blood draw will be documented in the DUI report/traffic accident report/supplemental. The full name, work address, phone number, etc. of the person drawing the blood will be included in the case report. Additionally, the product used to sterilize the draw site should be iodine based and noted in the case report narrative.

ADDITIONAL FACTORS: If the attending physician at the hospital is uncooperative with the officer's request for a blood draw due to medical emergency, etc., document the physician's name in the case report. The WA state DUI arrest report currently contains a form for voluntary blood draw but in most cases the hospital will require a search warrant.

Blood draws can be completed by hospitals, medics and the jail nurse (when on duty) as long as they meet the requirements set forth in the RCW for medical personnel to draw blood.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.03.01	Traffic Related/Juvenile Contact

DISCUSSION: When a juvenile under age 16 is stopped for a traffic offense, the following procedure shall be followed.

ENFORCEMENT: Contact parent or guardian to take custody of juvenile and/or vehicle. Advise parent/guardian that they will be contacted at a later time by King County Juvenile Court. Complete case report to include; Master Face Sheet, Suspect Form and Master Narrative. Make a copy of the report and attach Juvenile Court Referral Form. The copy of the report with attached referral should be placed in the juvenile court tray in the detective work area following review and approval by shift supervisor.

NOTE: The case can be titled using the appropriate section relating to motor vehicle offenses in the Kent PD reporting codebook.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.04.01	Citizen Vehicle Assistance

Citizen Vehicle Assistance – Citizens will complete a Citizens Assistance form prior to officers providing the following services.

Vehicle Jump Start

DISCUSSION: Patrol vehicles are equipped with cables to assist motorists with jump starts. Be sure to utilize the cables in the appropriate manner, i.e., use an alternate ground such as the engine block for the negative cables.

Vehicle Lock-out

DISCUSSION: Patrol vehicles are equipped with lockout out kits to open vehicles when citizens are locked out of their vehicles. If the officer is unable to open the vehicle in a timely manner the citizen should be referred to a locksmith or tow company for assistance.

Vehicle Push

DISCUSSION: The patrol/traffic vehicles are equipped with push bars. The bars are to be utilized for the following situations:

* The removal of a disabled vehicle from roadway when blocking/or hazard WITH THE PERMISSION OF THE OWNER OF THE VEHICLE.

ADDITIONAL FACTORS: Keep in mind the inherent hazards when assisting citizens i.e.; property damage, injury, etc. USE EXTREME CAUTION!

* NOTE: When pushing a disabled vehicle reach a speed which will allow the disabled vehicle to travel the distance required to clear the roadway. The patrol vehicle should slow as soon as practical to allow the disabled vehicle to roll freely on its own. If further pushing is necessary, the patrol vehicle will not make re-contact until the disabled vehicle has come to a complete stop (watch for the vehicle rolling back). It is recommended to discuss the technique with the driver of the disabled vehicle so they understand what will occur.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.05.01	Traffic Hazard/Malfunctioning Light

ARRIVAL: If a traffic hazard is in the roadway the officer can:

- * Remove/secure
- * Contact Public Works if it is too large to remove
- * Notify Public Works if traffic control signs needs replacement

Malfunctioning lights: The officer will contact traffic engineering via telephone or by contacting record specialist who can make the notification. During nighttime hours if the traffic hazard or malfunctioning light does not need immediate attention, portable stop signs, cones, and barriers are available for set up by patrol officers, these are located at the Police Department traffic area rollup garage. If, however, the traffic control device needs immediate attention then the street department will be notified, day or night, and the officer at the scene will set up temporary traffic control measures to protect the public safety.

In the event of a railroad crossing malfunction officers may ask dispatch to contact the appropriate railroad. (West tracks-Union Pacific Railroad or East Tracks-Burlington Northern Santa Fe Railroad)

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Effective:	09/01/16
Revised:	

Patrol SOP	Subject
B.05.01	Traffic Hazard/Malfunctioning Light

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Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.01	Death Scenes/Homicides

RESPONSE: Department policy mandates that there shall be a minimum of two officers responding to death investigations. Officers responding to a death investigation that is an apparent homicide will also follow this procedure.

ARRIVAL: Initial officer on the scene will first tend to the needs of the victim. If it is an obvious homicide and the victim can be pronounced dead at the scene this should be done by the officer at the scene or by fire personnel. On duty patrol supervisors should be notified immediately in case of homicide.

The patrol supervisor will:

- * Contact detective sergeant--request assistance.
- * Notify chain of command by contacting patrol Commander or Duty Officer.

Patrol sergeant should provide as much information as possible including:

- * A summary of the size and scope of the crime scene.
- * Patrol officers actions to this point.
- * How many witnesses need to be contacted at the scene and how much evidence is still present.
- * Location and disposition of suspects, if any.
- * This allows responding supervisors and detectives to have a general idea of what they will be handling and provide sufficient -personnel in a timely manner to relieve patrol units from obligations of the crime scene.

TACTICS:

Officers should immediately proceed to cordon off the area and control the area for crime scene preservation. It is recommended that this area not be too small, as it is easier to reduce a crime scene area from a large protected area, than to reclaim areas for processing once individuals have had access. Consideration should be

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.01	Death Scenes/Homicides

given to establishing an inner and outer perimeter to provide a work space and/or staging area for responding units.

ENFORCEMENT:

* The initial officer should refuse entry and access to any individuals wishing to enter. The scene should be preserved and kept for investigators who are responding to the scene who will then take responsibility for the scene. Any and all entry and activity in the scene should be thoroughly documented.

* The initial officer should make note of all individuals that respond to or are at the crime scene by listing the following:

Names

Home/Business phone number

Address

Date of birth

Relationship to victim

Other pertinent information

The above information is critical to the investigators who at a later date need to determine who was at the scene.

* Witnesses at the scene can be asked by initial responding officers to provide a recorded statement. This will assist in the handling of the initial investigative response.

* Whenever possible, individuals/witnesses on the scene (even though possibly not witness to the actual homicide commission) , should be requested to stay at the scene until investigators arrive so that they can speak with them in person or the individual can be transported to the Police Department for the interview.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.01	Death Scenes/Homicides

* In cases where immediate media coverage is evident, the patrol supervisor should prepare a staging area for the media away from the scene itself and indicate that individuals with the ability to brief the press will meet them at that location and give them information that is available. This will protect the scene from these individuals while still giving them the opportunity to get the information that they are there for.

REPORTING:

* Officers at the scene should document as closely as possible, actual actions and movement of any individuals on the scene or who have been at the scene.

* Prior to securing, all officers who had anything to do with the initial response at the scene should do a follow-up to the case report for investigators, even if their actions were minimal. It is critical that these follow-ups be done to provide sufficient documentation as to the actions undertaken by officers so that it will be clear to investigators at a later date what the roles of the individual were who responded.

* Medical examiner's office should not be notified by initially responding units unless it is just to notify them that a homicide has occurred and that we will be calling back at a later time to request their response. The actual request should come from the investigators on the scene as the medical examiner's office should not be called until the body is ready to be removed. Allowing the investigators to make this decision creates a better working climate between the two agencies and allows for better handling of the crime scene.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.02	Death Scene/Natural

C.01.02

SUBJECT: Death Scene/Natural

DISCUSSION: This section could apply to natural deaths or suicide deaths. Any deaths should be handled and investigated as if it were a homicide until facts sufficient and verified through the investigation at the scene indicate that the case is a suicide or a natural death. If there are questions about whether the death is natural or suicide, then the initial responding officer should consult with their supervisor and review the facts. If sufficiently suspicious, however, the initial officer should presume that it is a possible homicide and request assistance from detective's unit.

RESPONSE: Many natural deaths and suicide may be handled completely by patrol officers, however, officers are again cautioned not to assume a certain set of facts indicating suicide or natural death, but to investigate impartially to ensure themselves that this is the case. The death of the individual is undetermined until a finding is made by the medical examiner's office. Again, in any death, assume homicide until facts sufficient present themselves to indicate otherwise. Officers who handle the case will be assisted by one additional officer for two purposes:

- * This provides an additional person to aid in contacting witnesses and observing evidence to make determinations of initial presumption on cause of death.
- * Cuts down on time necessary to investigate the incident.

TACTICS: All items should be documented and preserved as if it were a case of homicide. The specific reason is that occasionally, a presumed natural death or suicide is ruled a homicide after the autopsy. Once the crime scene has been cleared, it is difficult, if not impossible, to return to gather evidence. This makes it critical that the initial responding officers conduct their investigation as if it were a homicide even though the facts before them may suggest suicide or natural causes.

If there are any questions or need for assistance, the detective supervisor can be contacted about the circumstances of the investigation. With that, it may be

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.02	Death Scene/Natural

determined that it is appropriate to send detectives to the scene to conclude the investigation or the detective supervisor may be able to provide sufficient details and instructions to the on-scene officers to allow them to complete the investigation themselves. Officers should collect evidence such as:

- * Notes
- * Medications
- * Witness statements from neighbors
- * Physical evidence at the scene
- * Officer/s will standby until the scene is turned over to detectives, the medical examiner, or undertaker comes to remove the deceased. The chaplain may be called to assist as the intermediary for this function.
- * Officers will photograph scene and any evidence.

REPORTING: All unattended deaths in the city will require a complete case report by the investigating officer. A No Jurisdiction Assigned (NJA) or case number, which is assigned by the KC Medical Examiner's office, will also be required. The KCME response is dictated by their protocol taking into account the observations of the officer who responded. The patrol "blue book" has several questions that the KCME investigator will ask and the information used to answer these questions should be reflected in the officer's case report.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.03	Initial Response/Containment Perimeter

RESPONSE: Initial responding units may find it necessary to allow personnel into the crime scene area especially fire personnel for the purpose of lifesaving efforts. It is suggested that if this is the case and people are going to be in the crime scene area even to the point of removing the victim in lifesaving efforts that the on-scene officer record (possibly by using a tape recorder) as much detailed information about the scene and to the actions of rescue personnel at the scene. Specifically indicating what the scene was like prior to the disturbance by these individuals and what disturbances were left there by them including:

Medical supplies

Equipment left at scene

Any items such as tire tracks, footprints etc.

The scene should be preserved by use of photography/ videotaping/ or sketch. This may be done by initial officers on the scene or may be done by the follow-up investigators who respond to the scene. Secure the scene with tape cones etc. and officers shall be directed to specific areas for perimeter control by patrol supervisor or primary officer in control of the scene.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.01.04	Death Notification/Family

REPORTING: Normally it is the responsibility of the medical examiner's office to make notification to next of kin. In some cases, it is not possible for this to occur. If that is the case, the responding officer should attempt to make contact in person and insure that the appropriate person is notified in a professional and courteous manner. The officer should instruct them to contact the medical examiner's office if they are the agency with jurisdiction. If the case is a Kent case and the detective handling the case is not known, they may be referred to the detective supervisor for contact. The officer should obtain the following:

Name

Address

Work/Home

If those being notified of the death give the officer important information relative to the investigation, the officer should document this in a follow up. The officer should also contact investigators immediately to inform them of the information. If the information is critical and investigators would need to speak to the individuals, arrangements should be made by the responding officer to ensure that face to face contact is made between the investigators and individuals with the critical investigative information.

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.02.01	Felony/Adult

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

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.02.02	Felony/Juvenile

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
C.02.03	Misdemeanor/Adult

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

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

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)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
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.

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

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

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

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

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

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 on-duty sergeant contacts a detective sergeant, 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, silver, or blue alert is going to be issued
 - All arson cases involving a death or serious bodily injury
 - 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
 - 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 crimes involving a person of notoriety or likely to provoke significant media response

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.

Effective:	09/01/16
Revised:	05/11/2023

Patrol SOP	Subject
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.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
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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Revised:	

Patrol SOP	Subject
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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Patrol SOP	Subject
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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Patrol SOP	Subject
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
- 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 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

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C.08	Special Investigations Unit

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 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.

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Patrol SOP	Subject
C.08	Special Investigations Unit

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
- 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

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Patrol SOP	Subject
C.08	Special Investigations Unit

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.
- 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

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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 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

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(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
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 sting 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

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C.09.01	Search Warrant Service

responsibility will fall to the appropriate team leader for Valley SWAT. The SWAT Commander 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

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C.09.02	Operations Order Preparation

information contained on the risk assessment form to ensure clarity and highlighting of critical information. Please see SOP C09.03.

- 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

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C.09.03	Risk Analysis Form Preparation

- For each of the four sections, take note of the direction to 'choose one' or 'check all that apply' for that section

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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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.

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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.

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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.)

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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.

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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/combatative 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.).

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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.

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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.

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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.

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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 switch 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:

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.

If a case report is taken towards the end of a shift, the officer will complete it on their following shift.

All case reports generated by patrol officers are expected to be completed by the end of their work week.

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 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 the subject is located.

Once a case report has been supervisor approved and Records has transferred the case into the Records Management System, it will not be unfrozen. Any changes needed to the case report will be completed in a supplemental report.

Effective:	09/01/16
Revised:	03/20/23

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 Inventory and Maintenance

DISCUSSION: It is imperative the police department has the equipment needed on hand and serviceable to complete daily functions. Each officer should complete a daily check of their equipment for serviceability. In order to further ensure equipment is ready for use the following reportable inspections/inventory schedule will be adhered to:

Vehicle/Officer Inspection: Quarterly

Operational Readiness Inventory: Yearly (Due 12/15)

Inspections and associated documentation should be completed by first line supervisors.

REPORTING: The quarterly inspection/inventory forms will be routed to the Administrative Sergeant who will subsequently update the Operational Readiness (OR) spreadsheet in the P Drive. If in between scheduled inventories an officer is issued a new or replacement piece of equipment the first line supervisor will update the OR spreadsheet. The yearly OR inventory sheets will be routed to the Administrative Sergeant. In the event an item on the OR inventory is lost a case report and incident form should be completed by the losing officer detailing the circumstances of the loss as well as the serial number of the item.

All vehicle deficiencies in the patrol division that cause a vehicle to be taken out of service will be documented on a vehicle deficiency form. The first copy (white) and second copy (yellow), as well as the keys will be hung on the key board in the equipment room. The third copy (pink) will be routed to the Administrative Sergeant. In the event the vehicle is damaged due to a collision or other unusual circumstance other than usual wear and tear an incident form will be completed and an email sent to the Administrative Sergeant to include a case number. An online service request for any IT related deficiency will also need to be completed for equipment related to in car computers.

Effective:	09/01/16
Revised:	12/23/20

Patrol SOP	Subject
G.02.01	Equipment Inventory and Maintenance

ADDITIONAL FACTORS: Modifications or requests for service beyond routine maintenance are to be routed through the Administrative Sergeant. First line supervisors have access to most supplies for replenishment when consumed and should handle this task for their subordinates. If it is observed stocks of consumable supplies are running low the Administrative Sergeant should be notified.

Effective:	09/01/16
Revised:	12/23/20

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.

Effective:	09/01/16
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:

Effective:	09/01/16
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
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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.

Effective:	09/01/16
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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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	Deadly Force Incidents

DISCUSSION: To establish operating procedures and define responsibilities during all incidents in which “deadly force” is used, as that term is defined in RCW 10.120.010.

DEFINITIONS:

The following words, terms, and phrases, when used in this SOP, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning was intended:

Involved Officer

A Kent police officer:

- (1) who uses “deadly force” against a person, as that term is defined by RCW 10.120.010; or
- (2) who had custody of a person and that person suffered serious bodily injury or death while in the Kent police officer’s custody; or
- (3) whose conduct was not the cause in fact of a person’s serious bodily injury or death, but who used physical force against that person, as that term is defined in RCW 10.120.010, during the same incident and prior to or after another Involved Officer’s use of deadly force¹; or
- (4) who has an objective and reasonable basis to believe, as determined by the Chief or the Chief’s designee after hearing from the officer, the officer’s attorney, or the officer’s union representative, that their conduct during the deadly force incident may subject the officer to criminal charges on more than a remote basis or possibility.

Witness Officer

Any Kent police officer or employee of the City of Kent with information relevant to another officer’s use of deadly force, but who themselves is not defined as an Involved Officer.

¹ Examples include: (i) an officer who used physical force with a suspect prior to another officer using deadly force with that same suspect, so long as the chain of events are continuous and therefore considered to be the “same incident”; and (ii) an officer who used a PIT maneuver on a vehicle driven by the suspect prior to another officer using deadly force with that same suspect, so long as the chain of events are continuous and therefore considered part of the “same incident”. **Excluded** are incidents similar to the following: (i) an officer who handcuffed a suspect after another officer used deadly force; (ii) an officer who aimed their firearm at a person but did not shoot their firearm.

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Revised:	01/03/24

Patrol SOP	Subject
H.01.08	Deadly Force Incidents

NOTIFICATION: As soon as the danger to officers on scene has been neutralized, the involved officer or another officer on scene, will make radio notification that a deadly force incident has occurred. If feasible, officers will also provide the status of the suspects (injured/compliant/fled), officer injuries, 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.

Following a deadly force incident, officers, sergeants, and command staff shall perform the following duties and responsibilities applicable to their role in the incident:

Involved Officer

- Secure the scene by addressing any additional threats to safety
- Notify dispatch on air that shots have been fired or that the officer has been involved in a deadly force incident. Be descriptive "2K50, shots fired, suspect down, officers OK"
- Complete a medical self-check
- Provide medical aid to those in need and request medics and the fire department respond
- When the sergeant arrives, the involved officer will advise the sergeant that they are an involved officer.
- Provide their body worn camera to the sergeant once they ask for it.
- The involved officer will be transported to the police station by another officer. The involved officer (s) will be separated and provided a conference room or office and given the opportunity to talk with their Kent Police Officers Association (KPOA) representative, their private attorney (if any), and the attorney provided by the City before any processing by the state Office of Independent Investigations (OII) or Valley Independent Investigations Team (VIIT) occurs.
- The involved officer shall not discuss any details of the case with any other involved officer, other witness officer, or any other officer or witness, until the OII or VIIT has completed their interviews with those officers and witnesses.
- See section on Involved Officer Processing for further details.

Effective:	09/01/16
Revised:	01/03/24

Patrol SOP	Subject
H.01.08	Deadly Force Incidents

Witness Officer

- Secure the scene by addressing any threats to safety.
- Broadcast suspect information, if any suspect is still at large.
- Complete a medical self-check
- Provide medical aid to those in need and request medics and the fire department respond.
- Detain and separate any suspects from one another.
- Establish and maintain the perimeter until released by supervisor. A large perimeter should be secured by yellow tape. Any officers that cross the perimeter line must complete a supplemental report.
- Identify witnesses. If a witness cannot stay until the OII or VIIT arrives, witness officers shall obtain the witness's name, phone number, and address. This information shall be provided to the OII or VIIT as they arrive. Do not take a taped statement from them.
- Photograph the initial scene.
- When the sergeant arrives, the witness officer will notify the sergeant that they are a witness officer.
- All evidence needs to be located, protected, preserved, and left at the scene for the OII and VIIT. The witness officer will need to document anything that they touch and move.
- Complete supplemental reports before end of shift.
- Provide their body worn camera to the sergeant once they ask for it.

Additional Officer(s) Response:

- Respond to the call and notify dispatch.
- Secure the scene by addressing any threats to safety.
- Broadcast suspect information if suspects are still at large.
- Provide medical aid to those in need and request medics and the fire department respond.
- Detain and separate suspects from one another.
- Identify witnesses. If witnesses cannot stay until the OII or VIIT arrives, obtain each witness's name, phone number, and address. Provide this information to the OII or VIIT as they arrive. Do not take a taped statement from them.
- Preserve the scene and protect evidence.

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Revised:	01/03/24

Patrol SOP	Subject
H.01.08	Deadly Force Incidents

- Photograph the initial scene.
- When staffing allows or as directed by a supervisor, take over any duties the involved officers are performing.
- All evidence needs to be located, protected, preserved, and left at the scene for the OII or VIIT. The officer will need to document anything that they touch and move.
- Establish and maintain the perimeter until released by a supervisor. A very large perimeter should be established that is secured by yellow tape. Any officers that cross the line must complete a supplemental report.
- Establish and maintain a crime scene log. The perimeter should have one access point where an officer will be stationed with the crime scene log. Anyone that enters the perimeter must sign in and out on the crime scene log. Every officer that signs in will have to complete a supplemental report. Once the OII or VIIT arrives and the scene is turned over to them, the officer will document the time of the hand over, have the OII or VIIT representative sign the crime scene log, and provide the crime scene log to them. The officer will stay on scene as scene security.
- Complete supplemental reports before end of shift.

Sergeant Response

- Shall immediately respond to the scene and assume command responsibilities. The sergeant will hold command responsibilities until a higher-ranking officer arrives and takes command. If there are 2 sergeants working, one sergeant will take control of the scene and the other sergeant will work with the involved officers.
- Ensure lifesaving efforts are occurring.
- Secure, manage, and control the scene. If more Kent officers are needed, have records staff put out a page and ask Dispatch for assistance from other police agencies.
- Assign officers to start setting up a perimeter.
- Assign an officer to begin a crime scene log that includes all officers at the scene at the beginning of the incident and all that have arrived at the incident since.
- Ensure that all involved/witness/additional officer tasks are being handled.
- Preliminarily identify involved officers and witness officers.
- Involved officers should be separated from one another.

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- Notify the watch commander or the command duty officer of the incident.
- Take a Public Safety Statement from each involved officer once the scene is stabilized.
 - Use the Kent Police Department Public Safety statement for each officer.
 - Remove the involved officer from the scene far enough so the sergeant can take the statement in quiet.
 - Tell the involved officer to turn off their body worn camera and have them give the sergeant their body worn camera.
 - The sergeant will have the involved officer do a complete 360 degree turn so they can record on their camera what the officer looked like at the time they took the statement. Make sure any injuries to the involved officer are captured.
 - The sergeant will verbalize on their body worn camera that "I'm going to ask Officer ??? a series of questions, the answers to which the officer is compelled to give." The sergeant will then power down their camera.
 - Document the involved officer's responses on the public safety statement form.
 - After the sergeant takes the public safety statement, they will power up their body worn camera and start recording again.
 - DO NOT talk about any information obtained from the Public Safety statement while the sergeant's camera is running unless it is necessary to notify other officers as to the location of suspects or victims.
- Body worn cameras and public safety statements taken from the involved officers should be delivered to the watch commander or on call command officer as soon as it is feasible.
- Ensure an officer(s) is assigned for Hospital Guard for the involved officer or suspect, if required. The officer can be released from this duty when relieved.
- Arrange for involved officers to be transferred to the police station. They should be taken to any free conference room or office in the station or detective office. Each involved officer will be separated in different rooms so they cannot discuss the details of the case with one another. The sergeant will order the officers to not discuss the incident with each other, any witness officer, or any other officer or witness before they have provided their statements. The sergeant will advise the involved officer that they will be

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able to meet with their KPOA representative, will be able to call their personal attorney (if any), and will talk or meet with the attorney provided by the City. All conversation between the transporting officer and the involved officer is discoverable and can be used by the OII or VIIT.

- Remain at the scene and coordinate security.
- DO NOT talk about any information that was received in the Public Safety Statement to any member of the OII or VIIT. This information should only be given to any Command officer or to others on scene if the information is needed to capture the suspect, to locate additional victims or for the locations of evidence.
- Ensure that officers complete their case reports on time and in accordance with policy.
- Complete a supplemental report documenting the sergeant's role and what actions they took during the incident before the end of shift to include the sergeant's response, which officers the sergeant obtained the body worn cameras from, which officers the sergeant gave public safety statements to, that body worn cameras were turned off while the public safety statements were taken, who they assigned to transport the involved officers to the station, and which conference room or office they were placed within, etc. Sergeants will not document in their report what was said by the officer during the public safety statement.
- Complete the use of force form for any involved officer. Only the type of force used, and the demographics of the suspect will be completed.
- Complete the sergeant checklist provided in the OII/VIIT packet. The completed checklist will be given to the Watch Commander/CDO before the end of shift.

Watch Commander / Command Duty Officer response

- Commander will respond to the scene and assume command. When assuming command, the Commander will air on the radio "10K3, I'm assuming command and will be the Incident Commander."
- The Commander will determine what other department or city resources are needed and arrange for their response. These resources could include the Valley Special Weapons and Tactic Team (VSWAT), detectives, outside agency assistance (OSA's), unmanned aerial vehicles (UAV's), K9s, Guardian One, Fire, other city departments.

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- Notify the Chain of Command and Chief of the incident.
- Confirm that the tasks outlined for officers and sergeants have been completed or are being completed.
- Set up a command post. When considering a command post, make sure you can identify it by an address and make it large enough for a command post type vehicle.
- Contact Kent PD's VIIT Commander. They will handle calling the OII and the VIIT. If the Kent PD VIIT Commander is unavailable, follow all protocols listed under the Kent VIIT Commander section.
- Coordinate with the Public Information Officer (PIO) to manage media inquiries and presence.
- Once the scene is stabilized, set up a media staging area away from the scene. Make sure it is large enough to support media parking.
- Ensure that KPOA and Peer Support are notified.
- Make sure involved officers are removed from the scene and sequestered in a comfortable location, accessible to the union representatives, peer support members, the officer's personal attorney, the attorney provided by the City, and command staff.
- Obtain the involved officers' body worn cameras from the sergeant. As soon as feasible, get the BWC to the station for download. The commander will work with a body worn camera administrator to download the involved officers' cameras and have them restrict the video to the officer involved, the Chief, the Assistant Chiefs, and the Kent VIIT Commander. The body worn camera administrator will also place a copy of the videos on a removable media and provide them to the OII or VIIT, at their request.
- Provide support as needed to investigators and patrol operations.
- Conduct the briefing for the OII or VIIT when they arrive or assign to another commander or sergeant. Contact the on-scene sergeant to obtain the information needed for the briefing. Prior to the briefing, get a printout of the CAD, the suspect's DOL Photo, the suspect's criminal history, list of officers involved, and aerial photo of the location. Make 20 copies to provide to the OII or VIIT members during the briefing. Brief on all known information to the OII or VIIT, except for the information compelled from involved officers for the Public Safety Statement. Brief the basics of the case as you know them, including information from the Computer aided dispatch (CAD) report, location of incident, how many officers involved, location of those officers, how many suspects involved, location of those suspects, any injuries known to officers/suspects/witnesses, size of crime scene, location of

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body worn cameras of involved officers.

- Work with an sergeant to provide a ride to the involved officers to their homes.
- Complete the master/original case report. Follow the deadly force incident template. This should not have what you did during the incident. That would be on a supplemental report.
- Complete a supplemental report documenting their role and what actions the commander took during the incident prior to the end of shift to include, the commander's response, when the commander handed off the scene to the OII or VIIT, which sergeant they obtained the body worn cameras from, what was briefed to the OII or VIIT, etc.
- Take the public safety statements from the sergeant. Open a new case and put these statements into evidence. The public safety statements must be in a different case to keep the compelled statements from being in the main case that the OII or VIIT will review.
- You will complete the Watch Commander/Command Duty Officer Checklist. You will obtain the completed Sergeants checklist. You will enter both checklists into evidence under the same case as the Public Safety Statements.
- The Watch Commander/CDO will be the liaison for the involved officers until the involved officers Commander is available to takeover this duty.
 - Contact the involved officers weekly until they come back to duty.
 - Keep them informed on the process that must be followed to get them back to work.
 - Work with the Assistant Chief to obtain the officers' compelled statement. Once the officers' compelled statements are received, enter them into evidence under the same case number that was taken for the public safety statements.
 - Work with the Division Assistant Chief on the involved officers return to work.
 - Once VIIT is ready to release the involved officer's equipment, it will be given to the commander to return. All firearms need to be inspected by the rangemaster before they are returned to the involved officer.

Kent VIIT Commander

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- Contact the OII at 1-833-819-0718. Provide them with a brief description of the incident, incident location, date and time of the incident, contact number of the Incident Commander, and advise them that VIIT will be investigating.
- Contact the current VIIT Lead Commander. If the Lead Commander is not available, contact the VIIT Assistant Lead. If they are not available, contact the VIIT Assistant Chief or Deputy Chief. If they are not available contact the VIIT Chief. Provide them the following information:
 - Where the incident occurred;
 - Identify if the suspect is injured or deceased and identify their location;
 - Names of officers involved and their condition (injured or not);
 - Location of where you want VIIT to respond;
 - Identify the involved agency liaison (either the Kent VIIT Commander or the Watch/On-duty Commander)
- Obtain a room for VIIT to respond to and work out of. Chambers or East Hill training center are two good options.
- If Kent specialized equipment is requested by VIIT, verify with the VIIT Commander the reasons why they need that equipment and follow WAC 139-12-030 (1)(b). If the department has the only equipment available and meets the requirements of the law, then it would be allowed for their use with the approval of the Kent community representatives. If there are other avenues to obtain this specialized equipment, VIIT needs to use those other avenues.

Assistant Chief

- Respond in-person to the police station.
- Questions to ask the Incident Commander
 - Status/location of involved officer(s) and suspect(s)?
 - Have the OII and VIIT been notified?
 - Are PIO/Media Relations being handled?
 - Any assistance needed?
- Assist the Chief/Deputy Chief with their duties.
- Make notifications to a Keating Bucklin and McCormack attorney and ask for them to respond to the station.
- Take over Chief's duties if officers are being treated at a hospital.
- Request that the Chief place involved officer(s) on administrative Leave.

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- Approximately a week after the incident, the Assistant Chief will receive approval from the Chief of Police to send the Garrity form with an email to the involved officers requesting their compelled statement and a date by which they need to turn in their statement.
- After approval from the Chief, the Assistant Chief will call the involved officers. The Assistant Chief will notify the involved officers to work with their attorney to complete their compelled statement. The Assistant Chief will advise an email was sent to the involved officers with their Garrity form. The Assistant Chief will also inform the officers that the department requests that they attend a voluntary critical incident psychological evaluation. The department will pay for and assist the officer in finding a doctor that can conduct this evaluation. The Assistant Chief will then explain to the officers the process of their return to work.
- Approximately 2 weeks after the incident, the officer will return to work in a light duty status. The officer will spend two weeks taking phone reports or performing other in-station administrative duties. Thereafter they will ride with another officer for another 2 weeks. During each week, their sergeant will meet with the officer to see how their transition back to work is going. After four weeks, the officer will be allowed to return to regular duty barring any reason to believe the officer is not otherwise fit for duty. This timeline is general in nature and could be adjusted on the needs of the officer and department.
- If the officer decides to attend a critical incident psychological evaluation, this evaluation can be scheduled for anytime. Once the evaluation is completed, the officer is strongly encouraged to meet with the City's HR Director or Risk Manager within 72 hours of receiving the results of their evaluation and advise them whether they are cleared to return to regular duty or whether there are any limitations or accommodations required prior to their return to regular duty. HR will then notify the Chief of the date the officer will be back to regular duty, or the accommodations needed prior to the officer returning to regular duty. Attendance at a critical incident psychological evaluation will usually speed the process for officers to return to work. Once the Chief is notified the officer is cleared to return to regular duty, their light duty status is rescinded, and they will return to regular duty.

Chief or Deputy Chief

- Respond to the police station.

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- Make initial notification to the Mayor, Chief Administration Officer (CAO), and City Attorney.
 - Call Mayor and CAO.
 - Text City Attorney.
- Connect with the Incident Commander and ensure the following
 - Status of involved officer(s) and suspect(s)
 - OII and VIIT notifications have been made
 - Attorneys for Keating Bucklin and McCormack have been notified and are responding
 - PIO/Media Relations are being handled
- Obtain initial incident briefing from the Incident Commander
- When feasible, check-in with the involved officers in person
 - Express concern and gratitude for their safety
 - Inquire as to any unmet needs on their part
 - Strictly avoid discussing details of the incident.
- Send initial notification email to the department on the incident.
- Prepare initial notification email for Mayor, CAO, City Attorney, Executive Leadership Team (ELT), and Risk Manager
 - Provide synopsis of incident and status of officers and suspects
 - Remind them this is initial information, and more information and time will give us a better understanding of what happened
 - Remind them to not disclose this information as it is an active investigation
- Prepare initial media statement with the PIO if appropriate
- If officers are being treated at a hospital, turn the scene over to an Assistant Chief and respond to the hospital
- Later, prepare Criminal Justice Training Commission (CJTC) Notification Form (CJ 1915) and submit it to CJTC within 15 days of the incident. (Per RCW 43.101.135 and WAC 139-06-020) A copy of the CJ1915 will be provided to the Chief's Administrative Assistant.

Incidents that occur outside the city limits and do not involve VSWAT.

The involved and witness officers should follow the same tasks as listed for

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incidents that occur within the city. They will be removed from the scene as soon as practicable, and the scene released to the Venue agency (agency that oversees the jurisdiction where the incident occurred).

One sergeant will respond to the scene. They will conduct a public safety statement and will follow the tasks listed above for the involved officers.

The Watch Commander and Assistant Chief will respond and follow all tasks listed above that deal with involved and witness officers. They should also obtain the contact information on the local jurisdiction's incident commander in case follow-up information is needed.

The Chief will respond and follow all tasks listed earlier in this SOP.

Incidents that occur outside the city and are VSWAT operations.

The involved and witness officers should follow the same tasks as listed for incidents that occur within the city. They will be removed from the scene as soon as practicable, and the scene released to the Venue agency (agency that oversees the jurisdiction where the incident occurred).

The VSWAT Commander will respond to the scene. This commander will take over all tasks that are assigned to the on-duty sergeant and Watch commander that deal with the involved or witness officers.

The Assistant Chief will respond and follow all tasks listed earlier in this SOP that deal with involved or witness officers.

The Chief will respond and follow all tasks listed earlier in this SOP.

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Involved Officer Processing

The officer will be separated from other involved officers and witness officers when the scene is stabilized, and staffing allows.

Involved officers will provide their body worn camera to the sergeant when they ask.

The involved officer will provide a public safety statement when asked by the sergeant.

The sergeant will take a full 360-degree video of the involved officer at the scene.

The involved officer will be transported to the police station by another employee.

The involved officer will be provided a conference room or office.

The involved officer will be given the opportunity to contact their KPOA representative, and their personal attorney, if the officer wishes to contact their personal attorney.

The involved officer will be given the opportunity to preliminarily discuss the incident with an attorney provided by the city.
A peer support member will be assigned to the officer.

The officer will be processed by the OII or VIIT. This process may include:

- Photographs of the officer from all sides
- A round count will be completed of all their magazines. This may or may not occur in the involved officer's presence. If their firearm was used, it will be taken as evidence by the OII or VIIT. The involved officer will be provided another firearm before they are released from duty.
- The OII or VIIT may take the involved officer's uniform, vest, and gun belt (all outer garments and equipment). It will all be returned if it is not needed for evidence.

The involved officer will be placed on paid administrative leave by the Chief or his designee.

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- The involved officer will be admonished to not discuss the case with any other involved officer, other witness officers, or any other officer or witness until the OII or VIIT has completed their interviews with those officers.
- The officer's paid administrative leave status requires that the involved officer be able to respond to the station within an hour if needed and summoned, during the hours of 0800 to 1200 and 1300 and 1700, Monday through Friday.
- If the involved officer has annual leave previously approved and scheduled to occur during a portion of their administrative leave status, the involved officer can still take their leave as scheduled. The officer will be taken off administrative leave when they leave and will be placed back on administrative leave when they return. When they are gone, they will be on their leave time and are not required to remain available to the police department.

The officer will be transported home by another officer.

The department will notify the involved officer before any press release is published by the department.

Within approximately 1 week after the incident, the involved officer will be contacted by the department (AC or Commander) about giving a compelled statement. The officer will be given a time and date by which their compelled statement needs to be turned in. The officer may consult with the attorney provided by the City in completing their statement. An email will also be sent which will have the Garrity form that will be signed by the employee and returned with their statement. The AC/Commander will also inform the officers that the department requests that they attend a voluntary critical incident psychological evaluation. The department will pay for and assist the officer in finding a doctor that can conduct this evaluation. The AC/Commander will then explain to the officers the process of their return to work.

Approximately 2 weeks after the incident, the officer will return to work in a light duty status. The officer will spend two weeks taking phone reports or performing other in-station administrative duties. Thereafter they will ride with another officer for another 2 weeks. During each week, their sergeant will meet with the officer to see how their transition back to work is going. After four weeks, the officer will be allowed to return to regular duty barring any reason to believe the officer is not

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otherwise fit for duty. This timeline is general in nature and could be adjusted on the needs of the officer and department.

If the officer decides to attend a critical incident psychological evaluation, this evaluation can be scheduled for anytime. Once the evaluation is completed, the officer is strongly encouraged to meet with the City's HR Director or Risk Manager within 72 hours of receiving the results of their evaluation and advise them whether they are cleared to return to regular duty or whether there are any limitations or accommodations required prior to their return to regular duty. HR will then notify the Chief of the date the officer will be back to regular duty, or the accommodations needed prior to the officer returning to regular duty. Attendance at a critical incident psychological evaluation will usually speed the process for officers to return to work. Once the Chief is notified the officer is cleared to return to regular duty, their light duty status is rescinded, and they will return to regular duty.

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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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H.01.09	Special Events

- 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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H.01.10	Terrorism

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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Patrol SOP	Subject
H.01.10	Terrorism

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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Patrol SOP	Subject
H.01.12	Command Notifications

Contact the On-Duty Commander or the Command Duty Officer by telephone or in person 24/7 for the below type of incidents. All phone numbers for the CDO will be attempted before calling your assigned Commander if no contact can be made with the CDO.

- Deadly force incidents.
- Incident or accident involving the hospitalized injury or death of a Kent PD employee or family member.
- Arrest or alleged criminal behavior of a Kent PD employee (by local or OSA).
- Arrest of, or serious incident involving, an OSA officer in Kent.
- Any significant complaint or politically sensitive/community charged incident that may be heading toward the Mayor, Council, Chief, or one of the Assistant Chiefs.
- 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.
- Any OSA police activity, that has elevated consequences for liability, that occurs within the City.
- SWAT callouts in the City of Kent or as a result of KPD case or action.
- Residential search warrants.
- Homicides or serious injury assaults.
- Fatality accidents (traffic, boating, drowning or industrial).
- Any situation where an AMBER, Silver, or Blue Alert is going to be issued.
- Any situation where a vulnerable person goes missing and resources beyond the patrol response become necessary.
- All child deaths or near deaths.
- Major incidents which interfere with traffic flow around the city.

The On-Duty Commander or the Command Duty Officer will then contact the Deputy Chief and the involved division's Assistant Chief by phone for the following incidents. The Deputy Chief will contact the Chief by phone.

- Deadly force incidents.
- Incident or accident involving the hospitalized injury or death of a Kent PD employee or family member.

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Patrol SOP	Subject
H.01.12	Command Notifications

- Arrest or alleged criminal behavior of a Kent PD employee (by local or OSA).
- Arrest of, or serious incident involving, an OSA officer in Kent.
- Any significant complaint or politically sensitive/community charged incident that may be heading toward the Mayor, Council, Chief, or one of the Assistant Chiefs.
- 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.

The On-Duty Commander or the Command Duty Officer will then contact the Chief, Deputy Chief and the involved division's Assistant Chief by text for the following incidents.

- Any OSA police activity, that has elevated consequences for liability, that occurs within the City.
- SWAT callouts in the City of Kent or as a result of KPD case or action.
- Residential search warrants.
- Homicides or serious injury assaults.
- Fatality accidents (traffic, boating, drowning or industrial).
- Any situation where an AMBER, Silver, or Blue Alert is going to be issued.
- All child deaths or near deaths.
- Major incidents which interfere with traffic flow around the city.

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Patrol SOP	Subject
H.01.13	Critical Incident Emails

When one of the critical incidents listed below occur, the responsible supervisor will send an email to all staff.

- Homicides
- Suspicious deaths
- All child deaths
- Serious injury assaults
- Any incident where shots were fired with injuries or significant property damage.
- Robberies with a weapon or serial robberies
- Fatality/serious injury collisions and accidents
- Missing Persons
- Any incidents that would have a heightened awareness with the Mayor, Council, or the CAO.

The email will follow the critical incident template which is located in the P drive.

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Patrol SOP	Subject
H.01.14	Data Collection App

DISCUSSION: The Data Collection App is used to collect demographic data related to police activity. The app is intended to supplement information collected in other police database systems.

REPORTING: Officers working in a uniformed enforcement capacity will use the Data Collection App to complete an entry for every proactive stop made. This includes all traffic stops and all self-initiated subject stops (non-dispatched).

Incident number: Officers will manually enter the full CAD incident number associated with each proactive stop.

Incident type: Officers will select the incident type that best matches the activity of the CAD incident.

Traffic Infraction/Warning Officers will complete an entry in the app for every traffic stop they initiate. The entry will document whether or not a citation was issued and the demographic information for the driver. There are also options for if the driver flees (Failure to Yield) or if the stop turns into an arrest (Criminal Arrest/Citation).

Onview – Enforcement: Officers will complete an entry in the app every time they initiate a subject contact for an enforcement or investigative purpose. This includes onview crimes and infractions, suspicious subjects, occupied suspicious vehicles, or any other incident in which the officer's intent is to enforce or investigate a potential violation.

Community Contact: Officers are encouraged to use the app to document non-enforcement contacts with the public, whether or not a CAD incident number is generated. This can include citizen assists, business checks, non-investigative social contacts, school visits, or any other incident in which the officer is contacting an individual without the intent to enforce or investigate a violation.

Demographic Information: Officers will complete the demographic fields of the Data Collection App to the best of their ability. This information is based on the officer's perception of the subject(s) contacted.

Activation Amnesty: *No officer will be subject to discipline for failing to utilize the Data Collection App as outlined in this SOP for the first month or 16 shifts, whichever occurs later, after he or she has been provided login credentials and training on how to use the app. This period of time will be referred to as the Activation Amnesty Period. Evidence of a failure to utilize the Data Collection App during the amnesty period will not be used or considered for performance evaluations or discipline that may occur. This amnesty period will apply again in the event an officer who assigned to a unit, not required to utilize the app for a period of six months or more. Officers assigned to assignments not required to use the app, who work extra patrol shifts will not be subject to discipline for an unintentional failure to utilize the app.*

Effective:	08/03/2023
Revised:	

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.

Effective:	09/01/16
Revised:	

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.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
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.

Effective:	09/01/16
Revised:	

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	SOP's			
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	SOP's			
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